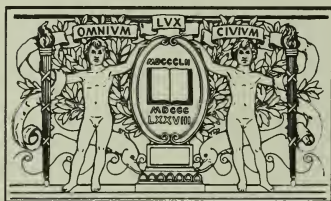

SERIALS

ACCESSIONING

MANUAL

Prepared by Jean Ott

Edited & Illustrated by Bridgetta Jenkins



BOSTON
PUBLIC
LIBRARY



SERIALS ACCESSIONING MANUAL

Prepared by Jean Ott

Edited and Illustrated by Bridgetta Jenkins

Serial Record Division
Library of Congress

Washington, D. C.

1985

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- III. Title.

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This manual serves as a comprehensive guide for Library of Congress staff responsible for accessioning serial receipts into the Library's principal serial record file. It addresses the procedures peculiar to a single library and is not intended as a general guide.

Serial check-in at the Library of Congress is an awesome task, complicated by aged manual files, multiple sources of receipt, materials in many languages, and a myriad of procedures. This manual explains the why's and how's of accessioning for new employees as well as those with years of experience.

The majority of LC's serials holdings are maintained in the serial record, a visible and 3X5 card file, housed in the Serial Record Division. Of the approximately 850,000 entries, about 130,000 are for currently received titles. Entries are mainly in catalog form and at least four sets of cataloging rules have been applied to create these entries over the years.

Approximately 6,000 serials are received daily by the Processing and Reference Section; these include titles in the Roman, Cyrillic, Hebraic, and Greek alphabets. After initial sorting by letter the staff of the Accessioning Unit processes those pieces for which an entry is located in the file. The establishment of new serial record entries, the recording of bound holdings, and other editorial updating is performed by other units and is not explained in this manual.

The manual consists of three parts. The first part defines a serial, LC's treatment of serials, and the various parts of the serial record. It also explains the types of entry used and defines various search strategies. The four sources of receipt are explained along with the stamps used for each. Finally, the basic procedures for accessioning are outlined, according to the type of serial in hand.

Specific procedures for handling difficult and problem materials are given in Part II. A special section defines specific types of materials and the procedures for accessioning them. Included are cumulative indexes, series, and rare books.

Part III includes a glossary of terms commonly used, various appendices, and an index. Numerous examples have been added throughout the manual to clarify the text.

This manual was prepared and written by Jean Ott, Head, CONSER Minimal Level Cataloging Section. Illustrations and editing were done by Bridgetta Jenkins, Assistant Section Head, Processing and Reference Section.

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Special thanks are extended to Dorothy Glasby, Assistant Chief, Serial Record Division and Suanne Thamm, Head, Processing and Reference Section for their support, insight and comments.

Special recognition goes to David Marshall, Unit Head, Accessioning Unit and to P&R supervisors and staff who took time out from their normal work schedules to share their work experiences and to critique drafts of this reference tool for accuracy, currency, consistency, and readability.

To the clerical support staff of the Serial Record Division a special "thank-you" is due for their untiring efforts in producing this valuable document.

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PART 1

GENERAL
PROCEDURES

I.1 INTRODUCTION

The Serials Accessioning Manual explains the procedures followed for recording serials received by LC's Serial Record Division (SRD). All of the guidelines outlined in this Manual are performed by SRD's Processing and Reference Section which is currently comprised of five units (four of which perform some type of accessioning). This Manual attempts to provide a comprehensive guide to the accessioning function performed by the Section with special emphasis on the activities of the Accessioning Unit.

The Processing and Reference Section is one of seven sections in the Serial Record Division whose major function is the maintenance of the serial record file. The other sections are primarily concerned with bibliographic control of serials through cataloging and input of titles for the CONSER Project, ISSN and key title assignments, and preparation of New Serial Titles. (See organization chart, p. 4.)

The five units within the Processing and Reference Section and their primary duties are as follows:

Sorting Unit - Screens, sorts, counts, and distributes incoming serials and identifies possible non-serials. This is the first point of contact for a serial received in the Division.

Accessioning Unit - Enters into the serial record information pertaining to the receipt of serials; prepares issues for the bindery, and assigns proper routings and assignments according to instructions on the serial record entry.

Editorial and Reference Unit - Enters into the serial record information on binding, microform holdings, and other special categories, and edits and updates the file.

Search and Visible File Cataloging Unit - Searches and identifies new titles which are forwarded to the Selection Officer, and prepares entries for titles not given MARC cataloging.

Maintenance Unit - Prepares serial record entry cards for titles given MARC cataloging; files all new serial record entry cards; performs general maintenance activities for the serial record.

Materials enter the Division through purchases, copyright deposits or registrations, and, exchanges and gifts from other libraries and individuals (See diagram, p. 5.) These receipts may be continuations of existing titles or titles new to the Library. All new titles are screened by a Selection Officer assigned specifically to serials who determines whether the title should be retained, number of copies needed, and the desired level of cataloging to be performed.

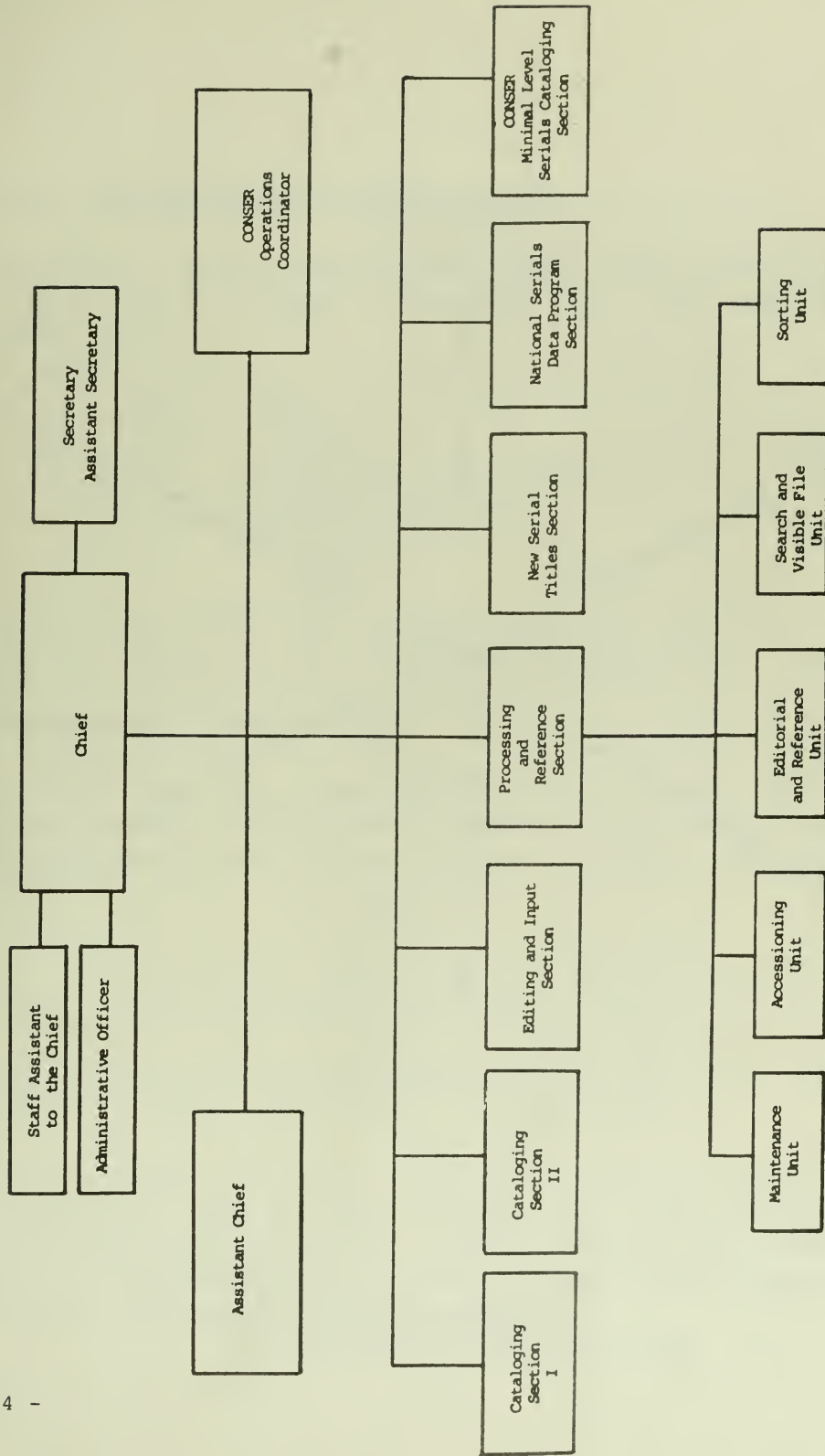
Serials are divided into two basic categories: non-keep and keep titles. Non-keep titles are those which the Selection Officer decides not to retain for the permanent collections. These are processed entirely within the Processing and Reference Section. Keep titles are those for which one or more copies are retained. These receive some form of MARC cataloging and must travel through other sections in SRD before returning to the Processing and Reference Section for preparation of the serial record entry and accessioning.

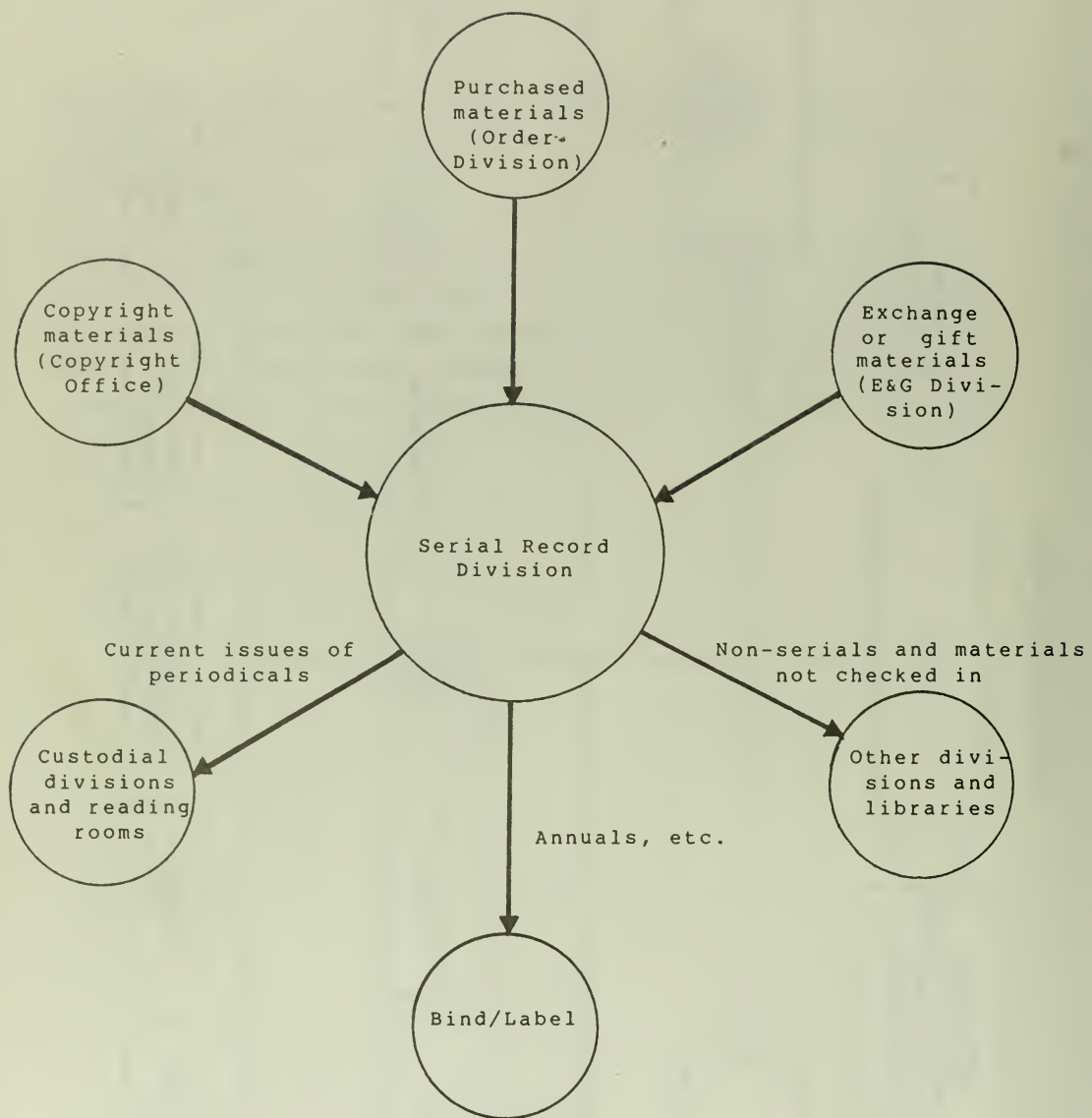
Once serials have been processed by the Division, they are forwarded to custodial areas or the general collections, according to the instructions on the serial record entry. Current issues of periodicals are housed in reading rooms and custodial divisions until bound or discarded. Serials complete in one volume, such as yearbooks, are sent first to the Bindery for binding and/or labeling and then forwarded to the appropriate reference or stack location.

Non-serials, problem titles, and those not recorded in the serial record are forwarded to the appropriate section or division for investigation or processing.

Thus, the process of accessioning is vital to the overall processing of the serial. It is at this point that determinations are made as to the source of the copy; whether the copy is needed according to the holdings on the serial record entry; possible problems or changes in the serial; whether the title may be new to the library; and the appropriate destination of the issue.

Serial Record Division





FLOW OF MATERIALS

I.1A. IDENTIFICATION AND DISPOSITION OF SERIALS

Serials are a diverse category of publications grouped together by the fact that they are published on a continuing basis. Some commonly known serials are:

- Time
- Playboy
- Guinness Book of World Records
- Washington Post
- Telephone directories

Every library determines how to treat different types of serials to best meet the needs of its users. The collections of the Library of Congress span many languages and types of materials and therefore, not all serials can be recorded in the Serial Record Division.

The serial record file includes serials in the Roman (including Gaelic and Gothic), Cyrillic, Greek, and Hebrew alphabets. It also includes certain bilingual serials (oriental/Western languages) as assigned by the Selection Officer.

The serial record does not include serials exclusively in Chinese, Japanese, Korean, South Asian and Near Eastern languages. Categories of publications which are not recorded in the serial record include newspapers, comic books, most monographic series, trade catalogs, and most telephone directories. These are handled by other divisions throughout the library.

Certain materials are excluded because of the difficult nature of the publications. These are better handled by the divisions specifically responsible for these materials. Included are musical scores issued as serials, which are maintained by the Music Division, and some law materials, which are the responsibility of the Law Library.

1. Definition of a serial

A serial is defined as:

A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc. of societies, and numbered monographic series.

Thus, to be considered a serial a publication must:

- a. Bear some form of **designation** which will distinguish the various issues from one another. This designation may consist of numbers, volume numbers, dates, letters of the alphabet, etc.
- b. Be an on-going publication, **intended to be issued indefinitely**. Obviously, most serials will not continue forever; however, it is the original intent of the publisher that is important.

For example, an encyclopedia that is issued in many volumes over a span of years is not a serial because the publisher has planned to issue a finite number of volumes;

but a monthly journal that ceases after only one or two issues have been published is a serial because the original intent was to publish an issue every month.

In addition to the above the serial must also bear a **title common to all issues**. If a publication is issued on a regular basis but each issue bears only a distinctive title, there is no common title by which all issues can be grouped; therefore, the publication is not a serial.

Serial titles may be found in various locations and sometimes variant forms of the same title appear on the piece. Following are brief definitions of the various types of title that you may encounter.

Title page title. The title page is usually found at the beginning of the serial, and bears the title of the serial. Often it will also include the statement of responsibility and publishing information. When a serial bears a title page, the title that is found there is considered to be the official title of the serial. Title pages are most commonly found on annual serials, such as directories, yearbooks, or annual reports. Most periodicals do not have a title page. (See Example 1.)

Cover title. Most serials bear some form of cover and the title is frequently found on the cover. In cases where there is no title page, as with many periodicals, this may be the primary place where the title appears. In other cases, the title which appears on the cover may vary from the title found on the title page. In such cases a note may appear on the serial record entry card reading: Cover title: [variant form of title]

Caption title. A caption title is one which appears above the beginning of the text. Some serials lack a cover or title page and the text begins on the first page. This is commonly found on government documents.

Spine title. A title appearing on the spine of the serial.

Masthead title. A title appearing above the table of contents or editorial page.

Bind/Label
FOREIGN AFFAIRS

William P. Bundy/David Watt *The Conduct of American*

Foreign Policy—

Walter Laqueur *U.S.*

*Arms Control—*Ch

Larry L. Fabian *The*

Central America

Riordan Roett *De*

Chalmers Johns

Jennifer Se

FOREIGN AFFAIRS
**AMERICA
AND THE
WORLD
1983**

William P. Bundy, Editor

PERGAMON PRESS

New York • Oxford • Toronto • Sydney • Frankfurt • Paris

**AM
AND
WO
19**

↑
Cover title

↑
Title page title

EXAMPLE 1 : COVER TITLE AND TITLE PAGE TITLE - BIND LABEL SERIAL

2. Recognizable features of a serial

Number and/or date designations. Since all serials must have a distinguishing number and/or date, this is usually the most obvious indication that a publication is a serial. (See Example 2.)

These designations are most commonly found:

On the title page or cover,
As part of, or close to, the title,
On the editorial or table of contents page, or on the spine.

Words in the title. Words in the title which indicate the type of publication such as:

Journal
Newsletter
Yearbook
Revista
Bulletin

or frequency of publication:

Annuaire de ...
Monthly report of ...
Quarterly digest of ...

indicate that the publication is of an on-going nature and is probably a serial. (See Example 3.)

ISSN. The ISSN, or International Standard Serial Number, appears on many publications and generally indicates that the publication is a serial. The ISSN may appear on the cover or title page or on the editorial page. (See Example 4.)

The presence of an ISSN does not always mean that the publication is a serial. The ISSN may have been assigned to the series of which the

publication is a part and not the title of the publication itself. If an ISSN and an ISBN (International Standard Book Number) both appear on a piece the publication is likely to be a monograph in a series. However, the presence of an ISBN does not, alone, give sufficient reason to reject the publication as a serial.

NATIONAL LIBRARY of MEDICINE

INDEX MEDICUS

including

Bibliography of Medical Reviews

Volume 25, Number 9
September 1984

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
National Institutes of Health

EXAMPLE 2 : NUMBER AND DATE DESIGNATIONS

1984. 1
VOLUME XXXVIII-NUMBER 1

Frequency of publication

▶ **MONTHLY
STATISTICAL
BULLETIN**

Type of publication



THE BANK OF KOREA

EXAMPLE 3 : TITLE WITH WORDS INDICATING TYPE AND FREQUENCY

3. Monographs that look like serials

A monograph is defined as: an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts.

Although all publications are screened before they are sent to Serial Record Division, not all publications received are serials. Publications which are obvious monographs are placed on the appropriate monograph shelves without searching in the file. For more questionable publications the accessioner should try to locate an entry. If none is found the piece is then placed on the monograph shelves.

Monographs are most likely to be received by the Serial Record Division when they bear features which are similar to those on serials, such as numbering or words indicating frequency in the title. Some categories of monographs which appear to be serials are:

Monographic series. Publications that fall into this category bear an individual title in addition to a common title, and often numbering. Most series are not recorded in the serial record. (For further information see Part II and Example 5.)

Multi-volume set. Monographs issued in more than one part or volume which bear part or volume numbering making them appear to be serials. (See Example 6.)

Revised editions. Monographs revised on an irregular basis, or as the need arises. The edition is often numbered, as 3d edition, 4th revised edition, etc. These are not serials because there is no intent to issue the publication indefinitely and because a serial usually has different material in each issue. These items contain, basically, the same material with additions, changes, and deletions. However, publications

revised on a regular basis may be considered as serials. In case of doubt the file should be searched. (See Example 7.)

Loose-leaf publications. Publications issued to be interfiled in a basic volume. These are usually change sheets or additions to the existing volume and are not considered to be serials, even though they may be issued very frequently. (These are discussed in Part II.)

Serially issued publications lacking designations or common titles.

Publications which do not meet the criteria for a serial as defined above. (See Example 8.)

Conference publications. Although many conference publications bear words indicating frequency in the title, such as "Annual conference on ..." they are not usually treated as serials. (See Example 7.)

Project reports of a limited duration, reports of expeditions, etc. Any publication which covers a finite topic cannot be treated as a serial since the publication cannot be issued indefinitely.

Monographic series

Series title page

American
Heart
Association
Monograph

Hypertension

PART 2 • VOLUME 4 • NUMBER 5 • SEPTEMBER/OCTOBER 1

New Comprehensive Biochemistry

Volume 6

General Editors

A. NEUBERGER
London

L. L. M. van DEENE
Groningen



ELSEVIER
AMSTERDAM NEW YORK

The Chemistry of Enzyme Action

Editor

Michael I. PAGE

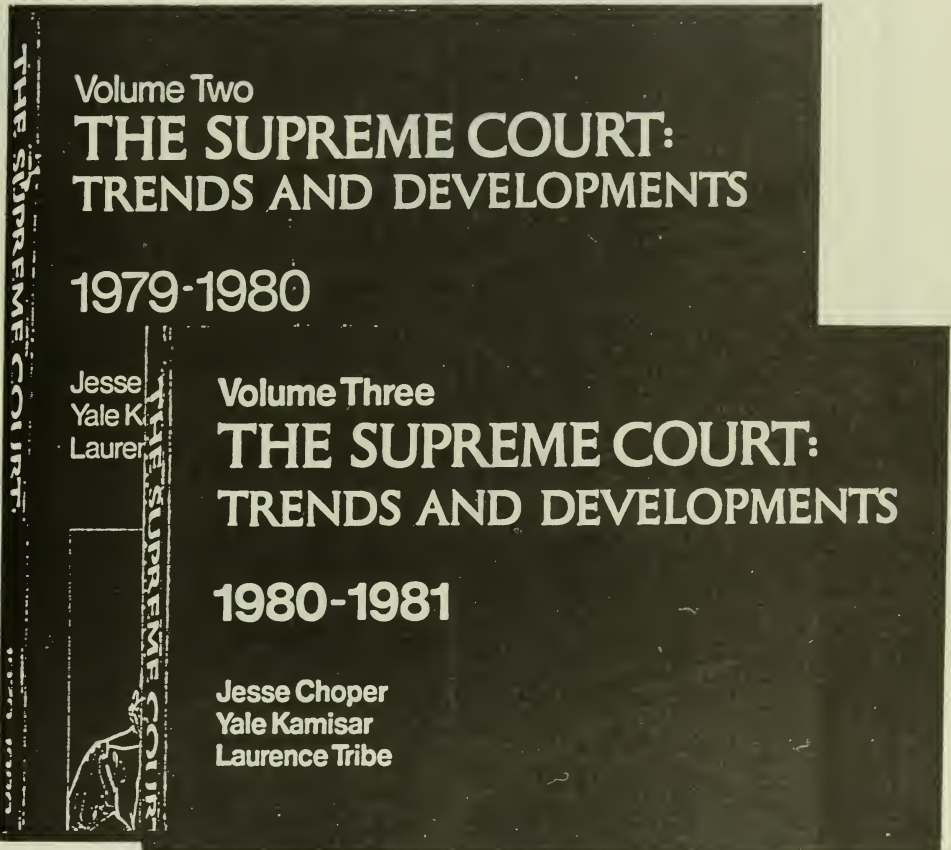
Department of Chemical Sciences, The Petroleum Institute, Copenhagen, Denmark



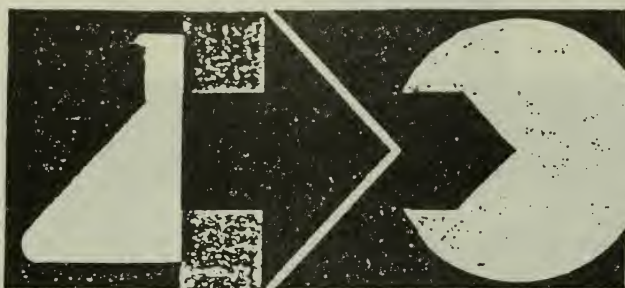
1964

ELSEVIER
AMSTERDAM NEW YORK OXFORD

EXAMPLE 5 : MONOGRAPHIC SERIES



EXAMPLE 6 : MULTIVOLUME SET



Conference publication

SCIENCE AND SOCIAL ACTION FOR HEALTH AND PEACE

American Public Health Association
111th Annual Meeting
November 1-5, 1983
Dallas, Texas

Program and Proceedings

AMERICA LATINA:
ESTUDIOS DE CIENTIFICOS SOVIETICOS (14)

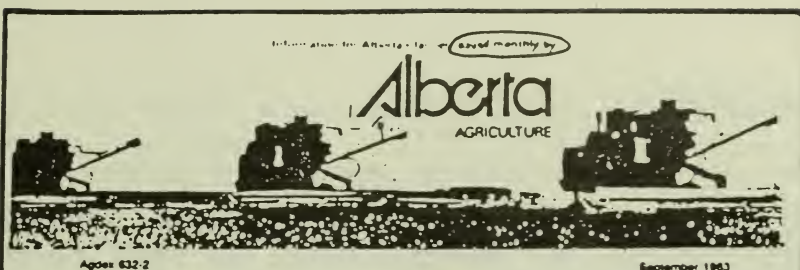
J. GRIGULEVICH-LAVRETSKI

LA IGLESIA Y LA SOCIEDAD EN AMERICA LATINA

Segunda edición

Edition

Redacción "Ciencias Sociales Contemporáneas"
Academia de Ciencias de la URSS
Moscú, 1983



COMMON DISEASES OF BARLEY IN ALBERTA

Barley crops are attacked by a number of diseases that are frequently responsible for significant loss of yield. Different diseases can attack the crop from the seedling stage through to crop maturity. The major diseases of barley are parasitic in nature and are caused primarily by fungi, and occasionally by bacteria and viruses. Other diseases are nonparasitic and are caused by environmental factors such as nutrient deficiencies or adverse weather. This factsheet is intended to aid producers in the recognition and management of some common pathogenic diseases of barley.

COMMON ROOT ROT AND SEEDLING BLIGHT

Common root rot is the most important disease of barley in Alberta. Average yield losses are approximately 10% annually and may exceed 60% in severely diseased crops. Yield loss is caused mainly by a decrease in the number of heads per plant and is greatest in dry years when the plants are stressed for moisture. Although common root rot occurs everywhere barley is grown in Alberta, it often goes unnoticed by the producer because the distinctive symptoms develop below ground.

Cause: Several fungi, primarily *Cochliobolus sativus* and *Fusarium spp.*

Symptoms: Small brown lesions develop on the roots, lower leaf sheath or subcrown internode. Lesions may elongate and grow together causing the entire subcrown to constrict and turn brown or nearly black.

Infected plants may be stunted and lack vigor and show brown discoloration of the crown, stem bases and leaf sheaths. When infection occurs at the seedling stage, the young plants may be stunted or killed and the disease is often called seedling blight.

Disease Cycle: The common root rot fungi attack barley, wheat, and other small grains and are found in soil in all cereal-growing areas of the province. Resting structures of the fungi can survive for years in the soil and tend to remain inactive until a host is available. Spores germinate in the soil and initiate primary infections on the coleoptile roots and subcrown internode. The root and crown area



Figure 1. Common root rot on barley.

of infected plants become discolored as the disease progresses.

The fungi produce abundant spores on infected tissues as the plants reach maturity. Common root rot fungi are aggressive pathogens in plants under stress. Drought and warm temperatures are the most important predisposing factors although plants under nutritional stress are also subject to attack.

Cultural Control: Shallow seeding (5 cm), when soil moisture conditions are favorable, reduces the risk of infection. Crop rotation with noncereal crops like flax, rape, legumes, and grasses will reduce the number of

EXAMPLE 8: SERIALY ISSUED PUBLICATION
LACKING A COMMON TITLE

4. Types of serials

Serials are handled in different ways according to their frequency, binding status, or the nature of the serial itself. (Serials of a special nature are treated separately in Part II). Below is a description of the three basic categories within which a serial might fall according to its frequency or binding status.

NOTE: These are general categories; there are exceptions which the accessioner will encounter. Specific instructions for individual titles are indicated on the entry card and should be carefully followed.

Unbound serials issued more than once a year. This category includes magazines, journals, newsletters, etc. Current issues are routed to the Serial Division or other custodial division for service to readers. If the title is to be retained for the permanent collection, the issues are bound and labeled once the volume is complete.

Examples of serials in this category:

People
Atlantic
LCPA broadside
Quarterly journal of the Library of Congress
American music
Irish University review

Unbound serials issued once a year or less frequently. This category includes most annual reports, and serials issued every other year (biennial) or every five years (quinquennial). Serials in this category need not await the arrival of additional issues; they are sent directly to Bind/Label and then to the appropriate shelving location. (Excepted

are state document annual reports which are sent to Serial Record Division, not Bind/Label).

Bound serials. Serials issued in publisher's binding, regardless of frequency, fall into this category. They are sent to be labeled and then routed to their appropriate shelving assignments.

Examples of serials in categories 2 and 3:

American library directory
United States government manual
Contemporary authors
Minerals yearbook

NOTE: The term "periodical" is used in this manual to refer to serials in category 1. The term "Bind/Label" is used for serials in categories 2 and 3.

5. Retention

When a serial is received for the first time, i.e., no entry is located in the file, the Selection Officer examines it to determine whether it should be retained for the permanent collection. This selection decision is then recorded on the serial record entry for future processing of issues as received.

Selection decisions are made which reflect the serial title as a whole as well as individual copies of one issue. In general, selection decisions which apply to the entire serial are found on the entry card, while those which relate to individual copies are found on the overrides. (See Example 9.)

a. Selection decisions which relate to the whole serial:

Discard. Titles marked discard are not retained for the Library's collections but are forwarded to the Exchange and Gift Division for possible exchange with another library. A serial record entry is maintained in the file for purposes of information and to assume that further issues will be treated in the same manner.

Sample discard. A sample file is maintained by the Serial Division consisting of the first issue received for some discarded titles. The citation for that issue is indicated on the entry card. The following stamp is used to indicate sample file discards:

"Discard further issues unless long run is received (Issue in sample file)"

Send unchecked to (various locations). Some serials, rather than being discarded, are forwarded to other libraries, such as the National Agricultural Library or D.C. Public Library. Other serials are retained

by LC but due to their difficult nature are best checked-in in other units. These include oriental publications and law materials. Still others are sent unchecked to the custodial division because of irrational numbering patterns which are too difficult to deal with in SRD.

Current issues only (CIO). This decision applies primarily to periodicals but may also be used for annuals which are of current use only. In the case of periodicals "current" is defined as the current year minus one, or the last two years. Periodicals with this decision are not bound; older issues are discarded when no longer current.

Review before bind (RBB). This decision applies also to periodicals but it is made for newly received titles. It indicates that once the custodial area has accumulated enough issues to consider binding, the issues are to be forwarded to the Selection Officer, who decides whether to keep or discard them. At this time, the RBB decision is changed to a "keep" or "non-keep" decision and is recorded on the entry card.

67-6 (REV. 11-54)

SEND TO **DISCARD** Keep ☐ sets ☐ CALL NO ☐

SEND TO ☐ Keep ☐ sets ☐ CALL NO ☐

Discard further issue unless long run is received (issue in sample file)

SEND TO ☐ Keep ☐ sets ☐ CALL NO ☐

CURRENT ISSUES ONLY

REVIEW BEFORE BINDING SEND TO ☐ Keep ☐ sets ☐ CALL NO ☐

Send unchecked to Nat. Agric. Lib.

67-6 (REV. 11-54) 100000 1000

EXAMPLE 9: STAMPS - RETENTION DECISION

b. Treatment of individual copies

Keep sets. A copy which is to be retained for the permanent collection is referred to as a set. The number of sets needed is found on the entry card in the box labeled: "Keep ... sets."

A serial is not considered to be a set until it is ready to be shelved. This means that serials issued more than once a year do not become sets until the volume is complete and bound. Thus, the custodial division will determine which copies actually become part of the bound set. For Bind/Label serials, however, the accessioner determines the set as volumes are received and this is indicated in the call number.

X-copies. When additional copies are needed for reference purposes they are called X-copies. This designation applies to Bind/Label serials only. All X-copies have specific assignments where they are kept as long as they are needed, then discarded.

The number of X-copies needed and individual routing instructions for them are found on the override. (See Example 10.)

Extra copies. All additional copies of current periodical issues are treated as "Extra copies" and are sent to the appropriate custodial division. A check (✓) is placed in the stamp. These copies are retained to replace missing issues needed for binding. After the volume has been bound all extra copies are marked "DUPL".

Duplicates. Additional copies of Bind/Label serials not needed to fill sets or X-copy assignments are treated as "Duplicates" and are sent to E&G via the Disc/DUPL shelf. "DUPL" is written in the stamp.

LCN: 54-1676 ISSN: 0065-0005

ark, W.J.
AB bookman's yearbook. (Antiquarian Bookman) New-

Keep ☒ 2990
A18

65	81	98
66	82	99
19.83 1x. sub 2/12/82		
SOURCE	Copyright	1st set Part 1

65	81	98
66	82	99
19.83 1x. sub 10/18/82		
SOURCE	Copyright	2nd set Part 1

65	81	98
66	82	99
19.83 1x. sub 10/18/82		
SOURCE	Purchase 9028617	X-copies A1

X-copies 3 Ref. (unb.)
4 Cat. Dist. (unb.)
5 SSR via Bud/Calul
6 Libn
7 Law Ref via Bud/Calul
8 Order Dv. Ref. via Bud/Calul
9 G+M then Ser
10 Paper BR Ref.

Entry card showing number of sets kept by LC

Overrides for sets and x copies by source

Version of x-copy override showing assignments

EXAMPLE 10: SETS AND X COPIES

6. Custody of serials

Serials are housed where they can best be serviced. Most serials of a general nature are housed first in the Serial Division; however, when these are bound they become part of the general collections. For specialized materials, reading rooms or other divisions can provide better servicing. When materials are particularly difficult, such as oriental publications, the division, (Asian), retains and services all issues, bound and unbound.

The division responsible for servicing a serial at a particular time is known as the "custodial division". Thus, Serial Division is the "custodian" for current issues assigned there; Asian Division is the "custodian" for current and bound issues of titles assigned to it. Some materials are assigned by language (European Reading Room, etc.) or LC classification (K=Law Library, and M=Music Division).

In many cases more than one division may require a copy of a particular title, or it may be needed for in-house use. In this case multiple copies are purchased specifically for particular locations.

Instructions for each copy are given on the verso of the appropriate source override. The symbols used are taken from the list "Approved Office Symbols" which is updated each year.

Although appropriate destinations for serials should be accurately indicated on each entry the accessioner should be alert for incorrect or out-dated destinations and/or symbols.

All serials must be sent to one or more locations after processing in the Serial Record Division. Some locations are temporary while others are of a more permanent nature. Two terms are used with which the accessioner must be familiar.

Routings are temporary locations to which serials are sent immediately after processing in SRD. For periodicals, the routing will be the reading room or division which houses the current issues, and in some cases a special office or person in the Library. One copy may be routed to two or three locations. To determine the appropriate routing first check the "SEND TO" box on the serial record entry card. If multiple routings are given for specific copies this information will be listed on the verso of the overrider and the note "See verso of checking sheet" will appear in the SEND TO box. If all copies are to be sent to the custodial division the appropriate symbol for the division will appear in the box. (See Examples 11 and 12.)

For Bind/Label serials the routing is always "Bind/Label" since all of these serials must first be bound and/or labeled before they can be shelved. This will be given in the SEND TO box, unless there are specific assignments, in which case the note "See verso of checking sheet" will appear in the box. The routing will be given after each assignment. The routing is always written on the cover in the upper right hand corner. (Bound serials are an exception, since they are automatically sent to be labeled.)

Assignment is a term used with Bind/Label serials to indicate a specific location, other than the general stacks which will house the serial after it has been bound and/or labeled. Examples of assignments are Main Reading Room Alcove (MRR Alc) and Social Science Reading Room (SSRR). All X-copies have assignments since they are, by definition, required for specific locations.

Assignments for each copy are always given on the verso of the overrider. (See Example 13.) Usually the copy notation will list the assignment and the routing such as:

Copy 1 MRR Alc via Bind/Label

Assignments are also included as the last part of the call number. In addition they are written on a special attention slip which is inserted in the serial.

atom 8

A T O M

ROČNÍK 1984

FRD/Eur Rm CENA 2 Kčs



40
SNP

VOLUME	YEAR	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	T.P.	END
11	1979	1	2	3	4	5	6	7	8	9	10	11	12		
12	1980	1	2	3	4	5	6	7	8	9	10	11	12		
13	1981	1	2	3	4	5	6	7	8	9	10	11	12		
14	1982	1	2	3	4	5	6	7	8	9	10	11	12		
15	1983	1	2	3	4	5	6	7	8	9	10	11	12		
16	1984	1	2	3	4	5	6	7	8	9	10	11	12		

BINDING RECORD											
VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM
Bd. Holding in Special Series											

SOURCE: *Gift* COPIES: SETS BOUND:

Praha. 1969-
Atom. (Czechoslovak Republic. Ministerstvo národní obrany)

SEND TO FRD/Eur Rm Keep 1
CALL NO 44
A 77

1. Routings in "Send to" box of entry card.

EXAMPLE 11: PERIODICAL WITH MULTIPLE ROUTINGS

1st Set - MKR alc via Bind / Label

LW 4/68f (rev 10/62)

NUMBERED SERIES OR ANNUAL—LONG FORM 2

47th, 1975

SEND
SEE VERSO OF CHECKING SHEET

TL 152

CALL
NO.

Motor parts and time guide. (Motor) New York.

.M82

EXAMPLE 13: OVERRIDER WITH ASSIGNMENT ON VERSO

I.1B. CATALOGING OF SERIALS AND ESTABLISHMENT OF ENTRY CARDS

Cataloging, very basically, is the description of a publication as to its bibliographic features and subject content. It also includes the establishment of filing entries, call numbers (classification), and for serials, defining the relationships with other serial titles.

At the Library of Congress all subject cataloging and classification is performed in the Subject Cataloging Division. The Serial Record Division catalogs the piece descriptively, that is, they define the bibliographic features, filing entries, and relationship notes for the title. This cataloging is performed by cataloging sections within the Division.

Once the descriptive cataloging has been completed, the cataloging record is input into the OCLC data base, as a part of the CONSER Project (see Glossary). These records then become part of LC's MARC data base and are referred to as MARC (Machine-readable cataloging) records. Once this is completed the record is forwarded to the Subject Cataloging Division for the assignment of subject headings and call numbers. (Call numbers are later added to the entry card by the Editorial and Reference Unit.) At present this form of cataloging is only done for titles which are retained for the Library's collections, or "keep" materials. Once the filing entry has been established by the catalogers for these titles, the Maintenance Unit prepares Serial Record entry cards and establishes the override and pattern of check-in.

Titles which are not to be retained, or "non-keep" titles, are processed by the Search and Visible File Cataloging Unit (S&VF). This unit creates the filing entry based on current rules and interpretations, and establishes the entry card and override.

All titles which currently receive LC MARC cataloging are represented by green entry cards. Those which are cataloged by S&VF are typed on

yellow entry cards. Yellow entry cards color-coded with a green slash also indicate a MARC record. Prior to the advent of MARC cataloging, manilla card stock, was used for all "keep" and "non-keep" entries. The majority of the entries in the file are on these cards.

The distinction between different types of cataloging records and responsibility for updating that cataloging is important to accessioners. For example when a title change is suspected for a "keep" entry, the cataloging sections determine whether it has actually changed. If there is a "non-keep" decision, the S&VF Unit makes this determination. Thus, the accessioner must know where to route the problem serial.

I.1C. FILES USED FOR SERIAL CHECK-IN

The serial record consists of three separate files: a visible file of flat trays, a 3x5 card file, and a book file called the "sheet shelflist." This last file is rarely used and is not discussed here.

The serial record was established in 1941 to consolidate the serial holdings throughout the Library. Prior to this date records of holdings existed in 32 separate files in 14 different locations!

The scope of materials included in the file as well as the cataloging rules used to determine the entry have changed over the years. Entries were created, therefore, according to a variety of procedures and cataloging codes.

There are an estimated 850,000 titles in the Serial Record. About 130,000 of these are "active" titles, meaning that an issue has been received within the past five years. The remaining titles are considered "inactive" since there is no assurance that the serial is "dead."

Visible file. The visible file is a file of 4x6 inch hard cards and checking sheets (called overrides) in flat tray files. Of the three files, it is the most recently established. Examination of the visible file reveals multiple colored-cards as well as cards marked with colored dots, lines, etc. Some of these colored-cards and markings relate to existing cataloging (e.g., green indicates a MARC record) while others were used for various projects which have little or no current significance.

Two basic forms are used in the visible file: hard cards and overrides.

Hard cards. Hard cards are used for permanent or temporary use in the file. The filing entry is typed at bottom for searching and filing visibility. Hard cards are used for:

Serial Record entry Cross references
Authorities • Purchase order slips
Card-outs

1. Serial record entry cards (yellow, manilla and green). These cards used to record the serial record entry and bibliographic information concerning it. Cards which are printed on both sides are called "treatment cards" and are used for monographic series (see Part II).

The significance of the yellow and green cards has already been discussed (see I.1C.).

Serial record entry cards contain three categories of information: the visible file entry, bibliographic information, and retention and routing instructions. (See Example 14.)

- a. Visible file entry. The entry consists of the title alone, or, in many cases the title preceded by the issuing body or jurisdiction. The entry is typed and read from the bottom with subsequent lines added above the first.
- b. Bibliographic information. This includes varying kinds of information which are considered useful for the proper identification of the serial title. Most commonly included are:

LC card number (LCN)
International Standard Serial Number (ISSN)
Frequency of publication
Variant title information
Notes relating to the publisher, issuing body, etc.
Linking notes for earlier or later titles
Series treatment note (on verso)
Cross references for variant forms of title (on verso)
Date cataloged (on verso)

- c. Retention and routing instructions. These are recorded at the bottom of the card in the various boxes marked "Keep ... sets," "Send to," and "Call no."

Keep ... sets - indicates the number to be retained for the collection.

Send to - indicates routing instructions such as SER or Bind/Label. "Discard" is also stamped in this box.

Call no. - the LC call number is included here for titles with a "keep" decision; the stamps "CIO" and "Discard further issues ..." are found in this box for "non-keep" titles.

2. Authority cards (Orange). Prior to 1981 orange authority cards were made to reflect the established form of heading and the cross references necessary to provide variant forms of heading. New authority cards are no longer made.

The authority card bears the name of the body at the bottom and the cross references listed above. Authority cards are filed before the entries which begin with name of the body listed on the authority card. (See Example 15.)

3. Cross references (Blue). Specific and general cross references are made to provide access to variant forms of issuing bodies and titles as necessary. The variant name or title is typed first at the bottom of the blue card, followed by "SEE" or "SEE ALSO" and the correct or alternative form of entry.

When cross references were required for issuing bodies an authority card (see above) was also prepared to list these references. When cross

references are needed for a particular title the cross references are traced on the verso of the entry card for that title. (See Example 16.)

4. Purchase orders (white slip attached to blue card or existing entry). Purchase orders are placed in the file when a serial has been placed on order by the Order Division.

Purchase orders may consist of a blue hard card and blank overrider with duplicate white order slips stapled to each, or an existing serial record file entry with a white order slip stapled to it. The order slip is stapled to the blue card to display the entry at the bottom for filing. (See Example 17.)

5. Card Outs (White). Card Outs are placed in the file to replace a serial record entry card when it is removed. The entry card may be removed for cataloging purposes, editorial updating, or review by the Selection Officer.

The Card Out indicates the entry and place of publication at bottom, and includes the following information: the person who withdrew the card, the countersigner, the reason for withdrawal, the date of withdrawal, call number for the serial, or the treatment decision. (Specific instructions for preparing a Card Out are found in Part II.) (See Example 18.)

LW 4/68g (Rev. 6/73)

1
LCN: 76-3189

2
ISSN: 0161-729X

3 → Continues: Clothes.

Key title: Clothes, etc., ISSN 0161-729X

Continued by: Retailweek.

Semimonthly

V. 12, no. 19, Dec. 15, 1977

4
no 315 holdings Keepsets

SEND
TO

Ser

7

TT 508
CALL
NO.

C55

5 → Clothes, etc. (PRADS, inc.) New York.

6

7

8

1. LC Card number.
2. International Standard Serial Number.
3. Notes area.
4. Number of sets retained by LC.
5. Serial Record entry.
6. Place of publication.
7. Routing of serial.
8. LC Call number.

EXAMPLE 14: SERIAL RECORD ENTRY CARD

Two types of Authority cards exist: History card and Variant Form of Name.

History card →

SERIAL RECORD
Information Card

Belfast, cap.
Consists of the six Ulster counties of Antrim, Armagh, Down, Fermanagh, Londonderry, and Tyrone.
Part of the United Kingdom of Great Britain and Northern Ireland or of earlier (1801-1922) United Kingdom of Great Britain and Ireland.
SEE also authority card under: IRELAND.

Northern Ireland.

Variant Form of Name →

bej
3-21-81

x Connecticut. Dept. of Farms and Markets. Marketing Division

x Connecticut. Dept. of Agriculture. Marketing Division

Connecticut. Marketing Division.

↑
Correct entry for issuing body

←
Cross references

EXAMPLE 15: AUTHORITY CARD (orange card stock)

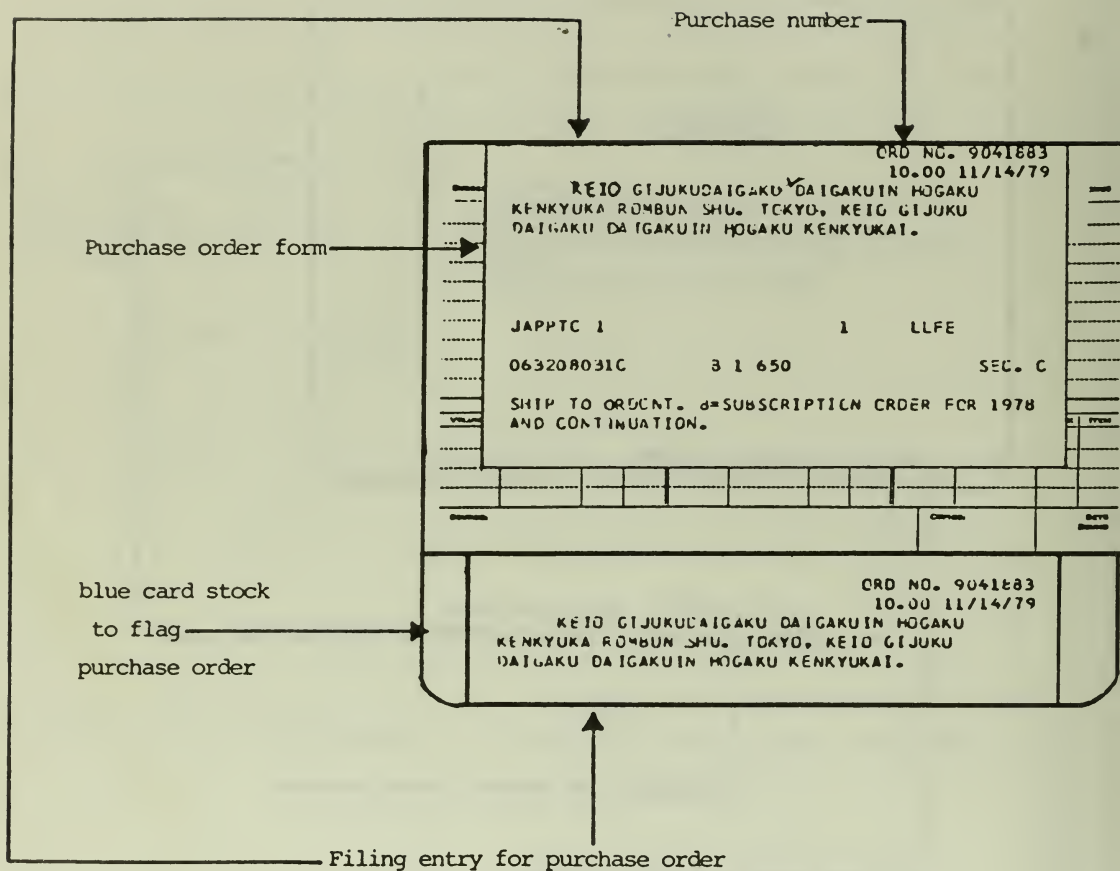
cookbook for dinners & desserts.
Crepe cookbook for dinners & desserts. SEE Woman's day crepe

SEE Connecticut. Marketing Division.
Connecticut. Dept. of Farms and Markets. Marketing Division.

Issuing body cross reference (General reference)

Title cross reference (Specific reference)

EXAMPLE 16: CROSS REFERENCE CARDS



EXAMPLE 17: PURCHASE ORDER SLIP AND CARD

Keep entry →

LC 87-47 (1/71)

Card withdrawn by : Oh

For: Title change

Date: 9-12-83

KF 200
.N 43

Keep 1 set

Entry: (Albuquerque (N.M.))
News and Views CARD OUT

Non-keep entry →

LC 87-47 (1/71)

Card withdrawn by : Jenkins

For: Decision change

Date: 12-14-83

CIO

Entry: Nuts and bolts of farming. CARD OUT

EXAMPLE 18: CARD OUT

Overrides. Overrides are temporary slips placed over the entry card. Overrides are used to record the individual issues of a serial as they are received. There are various overrides used for recording this information according to the frequency and nature of the serial. In addition, there are special overrides for Binding Records and Records of Permanent Holdings.

In addition to receipts, recorded in pencil, the override also indicates the source of acquisition, and the number of copies to be retained. In July 1983 color-coded overrides were introduced for serial check-in based on the source of acquisition.

Many overrides also have information recorded on the back, such as assignments for multiple copies, notes concerning particular issues, or holdings for issues falling outside the normal numbering scheme.

When additional overrides are needed they are added by the accessioner, who provides all necessary information and continues the pattern of recording the serial.

3X5 file

The 3X5 file is located above the visible file and consists of 3X5 cards in drawers. The 3X5 file retains entries for some serials issued annually or less often or inactive titles removed from the visible file. While the majority of serials listed in the 3X5 file have ceased publication, there are still many active titles in this file.

Currently issued serials (those issued within the last 5 years) located only in the 3X5 file are brought down to the visible file. Excepted are law materials and city directories which are not converted. Specific instructions regarding this procedure are found in Part II.

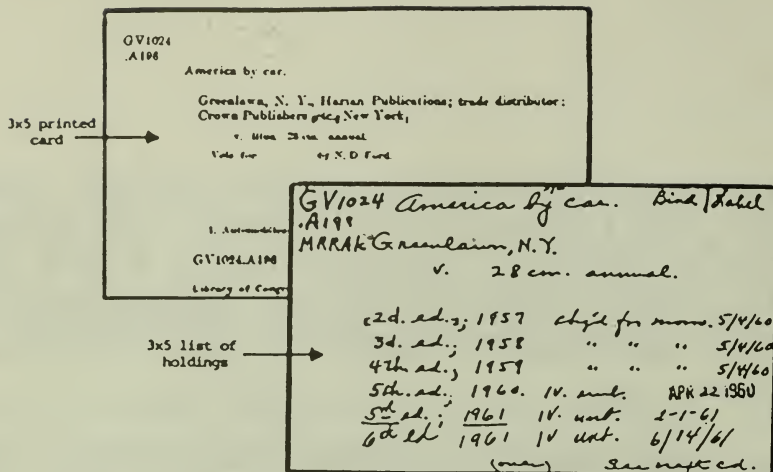
The 3X5 file contains several types of cards: catalog entry cards, holdings cards, and Card Outs. (See Example 19.)

1. Printed catalog cards. The printed catalog card precedes the holdings cards for some entries in the file. It includes cataloging entry and all necessary bibliographic information relating to the serial. In addition, specific instructions, stamps, etc. are added which pertain to treatment. (Note: Most newer entries in the 3X5 files are not preceded by printed cards.)
2. Holdings cards. Holdings cards are used to record individual issues of serials as received and/or combined holdings. The holdings card may contain the following information:

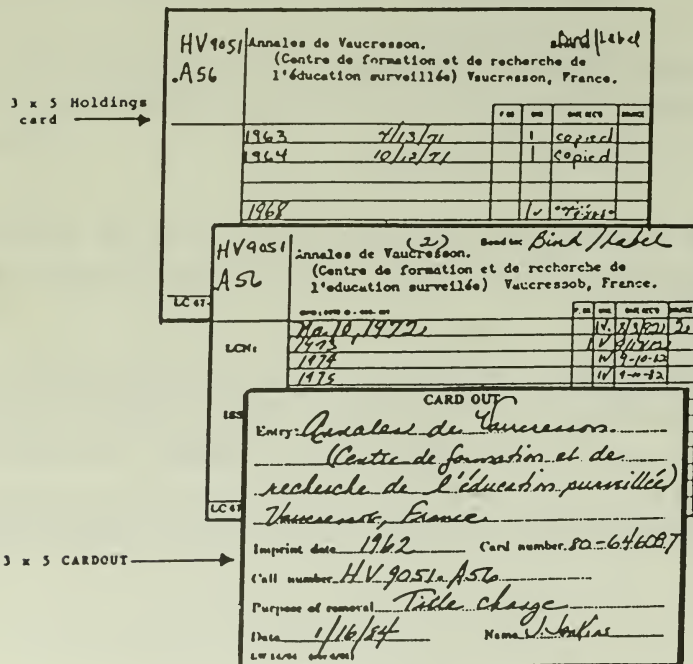
Cataloging entry (Typed at top of card)
Holdings of the serial issues received
Binding status
Date accessioned
Source of acquisition
Call number
Routing instructions

When additional holdings cards are needed, they are made by the accessioner. Green holdings cards are used to indicate titles appearing on the MARC data base.

3. Card Outs. The Card Out in the 3X5 file serves the same purpose as the Card Out in the Visible file. It is used to replace the entry card and holdings cards when they are removed for any reason. All Card Outs currently used in the 3X5 file are green and contain similar information to that in the Visible file. The color bears no special significance.



EXAMPLE : 3 x 5 CATALOG CARD AND HOLDINGS CARD



EXAMPLE 19: 3 x 5 HOLDINGS CARDS AND CARD OUT

I.2 SOURCES AND STAMPS

Four types of source materials are received in the Serial Record Division. Often more than one copy is received from a particular source. The sources and their origin are:

<u>Source</u>	<u>Origin</u>
Copyright copies	Copyright Office
Purchase copies	Order Division
Exchange copies	Exchange and Gift Division
Gift copies	Exchange and Gift Division and other sources

The source of a publication is determined from a stamp on the publication's cover. These stamps include words such as "Copyright", "E&G", etc. In some cases numbers in the stamp further identify the source. Stamps and numbers for each source are explained below.

Separate overrides are used for each source. Thus, a serial received from Copyright and also purchased should have two overrides, each covering the same volume/date span.

Prior to July 1983 one type of override was used and the source was written at the bottom of each sheet. The majority of records in the serial record contain these old overrides. Beginning in July 1983, color-coded overrides were introduced with the source printed at the bottom. Whenever additional overrides are necessary or new records are established these color-coded overrides are used. (See Example 20.)

Color scheme

Pink	= Copyright
Blue	= Exchange
Salmon	= Gift
Green	= Purchase

Blue = Exchange

Salmon = Gift

Green = Purchase

LIT CARD (HORS)

IRREGULAR

SOURCE COPYRIGHT

SOURCE EXTENT

SOURCE GIFT

SOURCE PURCHASE

I.2A. COPYRIGHT

Serials bearing this stamp are received by the Copyright Office for initial processing, then are forwarded to Serial Record Division for accessioning. Usually two copies are received from Copyright, however, they are frequently not received at the same time. (If the publisher is registering the issues, the second copy is delayed; however, if he is merely depositing the issues both copies will be forwarded to SRD at the same time.)

When issues have been registered they are stamped with a "TX" number.

Stamp. Only one stamp is assigned to copyright materials and no special numbers are used in the stamp. (See Example 21.)

Special instructions. Unstamped issues received in SRD bearing a "TX" number may be stamped with the Copyright stamp since this is a sure indication of the source. (See Example 22.)

I.2B. PURCHASE

Purchase copies originate in the Order Division and are the copies which the Library buys; therefore, **it is very important that purchase copies be recorded accurately and on the appropriate override.**

Stamps. All publications bearing a stamp with number "6" are recorded on the purchase override. This includes two types of materials originating in the Order Division, plus Hispanic materials, discussed below.

Two stamps are used for Order Division materials. The stamp bearing the words "Cont. copy" is used for continuation copies; the stamp bearing the word "Copy" is used for blanket orders. These are discussed below. (See Example 23.)

TX 1-183-272



FEDERAL TAXATION OF INCOME, ESTATES AND GIFTS

1983 CUMULATIVE
SUPPLEMENT NO. 2 • TEXT

BORIS I. BITTKER

Sterling Professor of Law, Yale University

and

ANCIL N. PAYNE, JR.

*Member of the New York and Oklahoma Bars
Research Fellow in Law, Yale University*

Annotations to January 1983

WG
&L

WARREN, GORHAM & LAMONT
Boston • New York

EXAMPLE 22: TX NUMBER

Continuation copies. A continuation order is an on-going order which covers all issues of a serial as published.

When a continuation copy is first received, the order number is recorded from the order slip on the bottom of the override by the Maintenance Unit. This number is used by the Order Division when issues are claimed. If the order number does not appear on the override the accessioner supplies the number from a set of microfiche housed in SRD for this purpose. If the order number is not on the microfiche, the accessioner supplies an asterisk adjacent to "purchase" at the bottom of the override and a note on the verso: "Order no. not available on microfiche as of (date on upper right side of microfiche)."

When additional overrides are made the order number is recorded from the first override.

Blanket order copies. A blanket order is a one-time order, usually used for retrospective issues. It may also be used for specific issues of current titles. When making an override for blanket order material, the number "6" is written in after the word "Purchase" at the bottom of the override. This is referred to as "Purchase-6" material.

Hispanic materials. These are materials purchased as a blanket order through the Exchange and Gift Division. They bear a stamp marked E & G/HAP. These titles are later reviewed and may or may not be ordered as continuation copies.

The purchase override is used with the designation "E & G/HAP" written after the word "Purchase" at the bottom. If later issues are received as continuation copies bearing the order Division stamp the designation is crossed out and the order number is written in. (See Example 25.)

LIBRARY OF CONGRESS
6
JUL 31 1981
CONF. CONF. _____
SPACE DIVISION

[illegible][illegible]

Continuation copy

1. Assign a "Purchase" overrider.
2. Indicate purchase order number at the bottom of the overrider (number is obtained from either the New Serial title slip or the microfiche reader).

1. Assign a "Purchase" overrider.
2. Indicate number six from the center of the Order Division stamp.

- 54 -

[illegible]

- 55 -

SAMPLE SERIAL in box



FIRST ANNUAL REPORT OF THE PARLIAMENTARY OMBUDSMAN FOR JAMAICA

1979 1st and 5-7-84 18		34
2	19	35
3	20	36
4	21	37
5	22	38
6	23	39
7	24	40
8	25	41
9	26	42
10	27	43
11	28	44
12	29	45
13	30	46
14	31	47
15	32	48
16	33	49
17		50

SOURCE Purchase - E&G/HAP

COPIES

1st, 1979

Keep 4 sets

Ombudsman Kingston.
Jamaica (Jamaica. Office of the Parliamentary
Annual report of the Parliamentary Ombudsman for

SEND TO *Bird/Ladel*

CALL NO.

CALENDAR YEAR 1979

EXAMPLE 25: E&G/HAP SERIAL

I.2C. EXCHANGE

All materials received bearing an E & G stamp are recorded on the Exchange override. Five numbers are used representing various sources of exchange. All exchange materials are processed in the same manner; **no distinction is made between the different exchange sources other than recording the number on the exchange override.** (See Examples 26 and 27.)

The numbers in the stamps are written at the bottom of the override following the word "Exchange." If a title is received from more than one source of exchange, only one exchange override should be used. Add the appropriate source numbers at the bottom and record all issues on that override.

Also recorded on the exchange override are PL-480 materials which bear an Overseas Operations Division (OVOP) stamp.

I.2D. GIFT

Publications received from various sources are recorded on the gift override. The Gift override is used for non-specific source materials rather than actual "gifts." (Gift copies received through E&G are recorded as "Exchange-5 on the Exchange override.) No further notation is made after the word "Gift" on the override for any of these.

NSDP sample serials and other sample copies. These do not bear a normal oval source stamp but are stamped "NSDP sample issue." Samples received from other sources may or may not be stamped at all. These are stamped with the Serial Record Division stamp and recorded on the gift override. (See Example 28.)

MONTHLY

LF 480 (1942)

VOLUME YEAR JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 19 48

EXCHANGE - 4

SCURCE

MONTHLY

LF 480 (1942)

VOLUME YEAR JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 19 48

EXCHANGE - 5

SCURCE

MONTHLY

LF 480 (1942)

VOLUME YEAR JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 19 48

EXCHANGE - 7

SCURCE

Government Source (U.S. Federal, state, city, and county) materials

Gift materials

PL-480 materials

Stamp: JUN 20 1979, EXCHANGE 4, SCURCE

Stamp: JUN 20 1979, EXCHANGE 5, SCURCE

Stamp: JUN 20 1979, EXCHANGE 7, SCURCE

EXAMPLE 27: SCURCE STAMPS AND EXCHANGE OVERRIDERS - 2

CIP (Cataloging in publication). Publications bearing a CIP stamp are also recorded on the gift override. These are very rarely received.

Serial Record stamp. All unstamped materials which are not determined to be purchase or copyright copies are stamped with the Serial Record stamp and are recorded on the gift override. (See Example 21.)

I.2E. UNSTAMPED MATERIALS

Review unstamped materials and treat as follows:

1. If they bear a TX number stamp as Copyright. If no TX number appears but current holdings are recorded only on a copyright override, assume that the issue is a Copyright copy and stamp as such.
2. If it appears that the serial may be a purchase copy, it is returned to the Order Division for investigation. This may be determined when a purchase override exists and the issue or needed copies are wanting. A "Purchase-6 slip" is inserted in the item, and piece is placed on designated shelf.
3. All other unstamped serials are given the Serial Record stamp and are recorded on the gift override.

United States
Environmental Protection
Agency

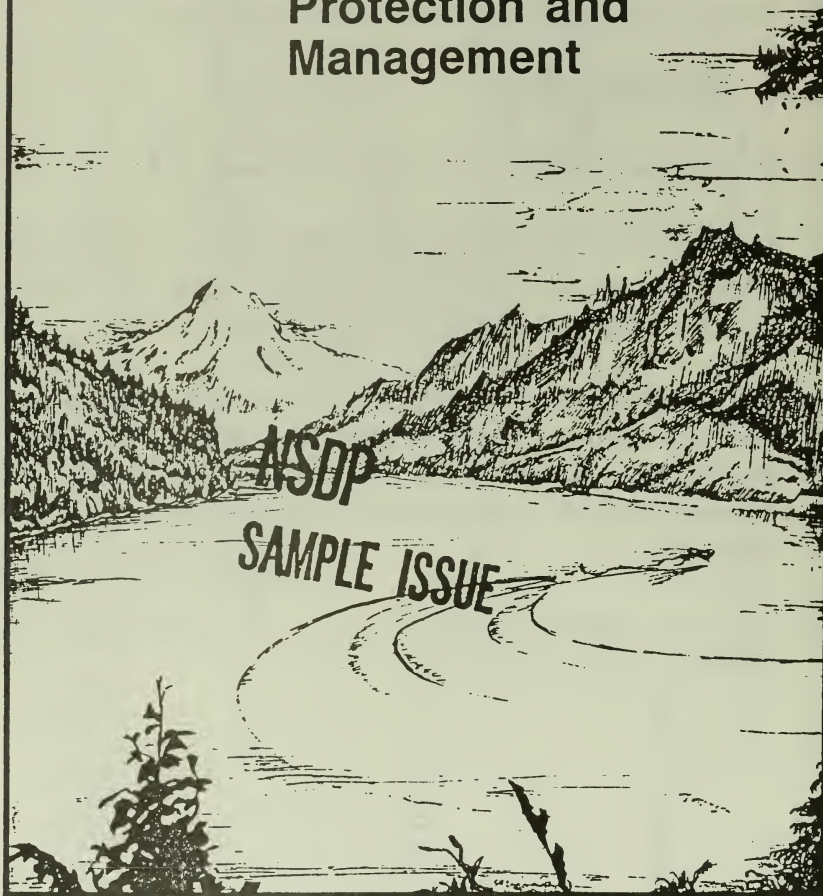
Office of Water
Regulations and Standards
Washington, D.C. 20460

EPA 440/3-82-001

Water



Lake Restoration, Protection and Management



EXAMPLE 28: NSDP SAMPLE ISSUE

I.3 LOCATING THE ENTRY

Due to the size of the serial record files, accessioners generally handle materials for only one letter in the file. These may be received directly from the Sorting Unit or may have been resorted to a specific letter by another accessioner. It is the responsibility of the accessioner to search all possible combinations within his/her letter. In many cases only one search is necessary; in others, particularly state and federal publications, as many as four possibilities may exist.

Entries in the Serial Record were for many years established according to the current cataloging code. The latest significant change occurred in 1981 when LC adopted the 2nd edition of the Anglo-American Cataloging Rules, or AACR 2. With the adoption of AACR 2, adherence to the cataloged entry is no longer followed and all new serials are entered under title. An exception is made for publications of U.S. state and federal governments, for which a new type of entry was created.

All entries which were in the file prior to 1981 have remained in their original form. Only new titles added to the file are entered according to the new guidelines. Thus, unless the accessioner can determine that a serial is relatively new, it is not possible to determine from the piece under which set of rules the entry was created. The accessioner must therefore be able to formulate all possible search strategies within his or her letter.

Following are the three types of entry used in the serial record and instructions for searching under each type. (See Example 29.)

LW 4/68g (Rev. 6/73)		GPO: 1963 9-402-993	
LCN:	ISSN:		
Title →	Ann Arbor, Mich. Beatniks from space. (Neither/Nor Press)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SEND TO</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Keep ____ sets</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px;">CALL NO.</div>
Issuing body. Title →	International Folk Music Council. Yearbook.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SEND TO</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Keep ____ sets</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px;">CALL NO.</div>
Issuing body entered under place →	Tanganika. Dept. of Agridulture. Crop estimates.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SEND TO</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Keep ____ sets</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px;">CALL NO.</div>
Jurisdiction. Title →	Tennessee. The Upstart Crow.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SEND TO</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Keep ____ sets</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px;">CALL NO.</div>

EXAMPLE 29: SERIAL RECORD ENTRY BY TYPE

	LW 445g (Rev. 6/73)	GPO: 1963 0-402-993
	LCN:	ISSN:
	Keep ____ sets	
	SEND TO	CALL NO.
Straight title	Beer can collectors new report.	
	Keep ____ sets	
	SEND TO	CALL NO.
Common title and part title	symposia. Journal of polymer science. Part C., Polymer	
	Keep ____ sets	
	SEND TO	CALL NO.
Initialism	JORPI	
	Keep ____ sets	
	SEND TO	CALL NO.
Uniform title	Bear tracks (Washington, D.C.)	

EXAMPLE 30 : TITLE ENTRIES

I.3A. TYPES OF ENTRY

1. Title or Initialism. Serials entered under title include those issued by commercial publishers and all non-government (U.S. or state) titles established since 1981. The title may consist of:

One word or a phrase

Life

Beep

Laundry news

Beer can collectors news report

An initialism and full title, or initialism alone (See Example 31)

JAE; the journal of automotive engineering

JAMA

JAPOS bulletin

A common title and the title of a part or section (See Examples 32 and 33.)

Beever County legal journal. Advance sheets

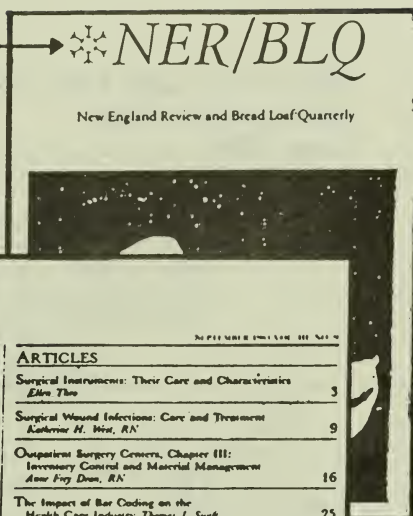
Beever County legal journal. Final reports

Journal of polymer science. Part C, Polymer symposia

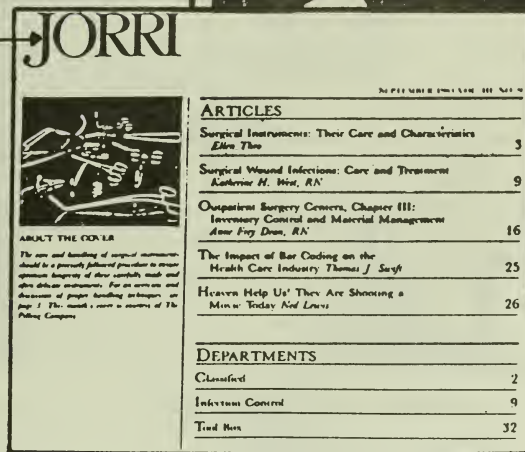
Parallel titles (same title in more than one language) (See Example 34.)

Monthly commodity price bulletin. Bulletin mensuel des prix des produits de base. Boletín mensual de precios de productos básicos

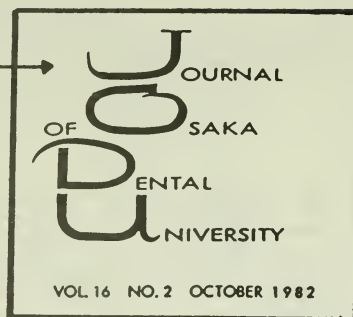
Initialism and full title



Initialism alone



Initialism as part of the full title



EXAMPLE 31: INITIALISMS

Area Wage Survey

New York, New York—New Jersey, Metropolitan Area May 1984

Bind/Label



U.S. Department of Labor
Bureau of Labor Statistics

Bulletin 3025-30



1978 May, 1v umb. 7a/79-1
1979 May, 1v umb. 10/80-1
1980 May, 1v umb. 1/81-2
1981 May, 1v umb. 23-82-3
1982 May, 1v umb. 10/1/84-5
1978 May, 1v umb. 3-8-76
1979 May, 1v umb. 5/26/78



BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE *Official - 1st set* COPIES *1* SETS BOUND

area. Washington.
survey: New York, New York-New Jersey, metropolitan
United States. Bureau of Labor Statistics. /Area wage

SEND TO CHECKING SHEET

*HD4976
N72 A37*

CALL NO.

EXAMPLE 32: COMMON TITLE AND PART TITLE

Geneva, April 1982

TD/S/C.1/DPB/L.24/Ann.1

see
**Monthly
commodity price
bulletin**



**Bulletin mensuel
des prix
des produits de base**

**Boletín mensual
de precios
de productos básicos**

1960-1982



**SUPPLEMENT
SUPPLÉMENT
SUPPLEMENTO**

**MONTHLY AND ANNUAL PRICE SERIES
SÉRIES DE PRIX MENSUELS ET ANNUELS
SERIES DE PRECIOS MENSUALES Y ANUALES**

Search under the first title. If not found, resort
or search under next title listed.

**EXAMPLE 34: PARALLEL TITLE (title in more than one
language)**

Uniform title (the title qualified in parentheses by the place of publication or publisher)

Annual report (National Police Cadet Corps (Singapore))
Bear tracks (Washington, D.C.)

It is essential to identify the full title in order to perform a proper search in the file. Following are some guidelines for searching based on title.

- a. Initial articles are ignored for filing purposes. (See Appendix B.2 for a listing of articles in other languages.)

Le monde is filed under "M"

The Crawford families exchange newsletter is filed under "C"

- b. Dates, volume numbers, and other designations are not considered part of the title when they represent an issue of a serial.

Title on piece: 1983 Annual review of chemistry

Entry in serial record: Annual review of chemistry

However, numbers which are truly part of the title are filed as they would be spelled out in the language of the text.

1001 truck and van ideas is filed under "O" for "One thousand"

100 [i.e. Cent] jours is filed under "C" for "Cent"

- c. Initialisms are filed at the beginning of each letter.

- d. If a serial bears both an initialism and a full title the entry may be under either one. Both should be searched.

NER/BLQ, New England review and bread loaf quarterly

(Search first under NER/BLQ; if not found, search under New England)

- e. When a title is given in more than one language (parallel titles), search first under the title given first on the title page or cover. If not found, search or resort under the second title. The order may have changed but the entry would not be changed in the file.

Journal of liberal thought. Le Journal de la pensee liberale

(Search first under Journal of ...; if not found search under Journal de la ...)

- f. Serials which bear a common title and a part title may be very complex and require careful searching. There may be more than one breakdown or series of parts to consider. The placement on the title page may read from common to part title or it may be arbitrary. If unsure about which part constitutes the beginning of the filing entry, search all possible parts listed on the title page or resort as appropriate.
- g. Many serials have identical titles which may be found on more than one serial publication. In order to distinguish each serial the title is qualified by the publisher or place of publication and this information is found in parentheses following the title. This is called a uniform title. It is important when searching titles that the accessioner determines that an entry matches the piece in-hand. In order to accomplish this the entire entry card should be examined for issuing body, place of publication, or ISSN.

Journal of International Studies

MILLENNIUM

Vol 11 No. 2

Who Pulled Whom and How
United States and the Making
Treaty
Nikolaj Petersen

Legal and Political Aspects of ti
bosal Liberation Movements
Helmut Freudenreich

Energy Security and Canadian
lactive Versus Independent Act
David J. Blair

DISCUSSION:
Normalisation in Eastern Europe
the Soviet System
George Schipflin

The Place of the European Comm
Policy of British Governments,
Paul Sharp

BOOK REVIEWS

Published by Martin Robertson
in association with the
Millennium Publishing Group

London School of I

MILLENNIUM Journal of International Studies

Volume 11, Number 2

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Dennis C. Gulley*
Deputy Editors *Carla Gergopoulos
Michael C. Webb*
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Studies, Oxford OX4 1LR on behalf of the
Millennium, Houghton Street, London W1
covers are noted in the Journal; the names
to be not as representing the views of the
School of International Studies.

Articles cannot be extended unless prior
and, Typographic expressing any and a
supplement together with an abstract of 20-30
of International Studies, London School of

MILLENNIUM - Journal of International
Studies, Oxford OX4 1LR on behalf of the
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covers are noted in the Journal; the names
to be not as representing the views of the
School of International Studies.

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MILLENNIUM

Vol. 11, No. 2

Table of Contents

Abstracts

Martin Robertson

108 Cowley Road
Oxford OX4 1LR
(0865) 724041

The example above shows various representations
of two titles on the cover, table of contents
page, and editorial page. From the cover
the title appears to be Journal of Inter-
national Studies. Closer examination
reveals the title is Millennium.

Bear tracks (Bear Park, inc.)
Bear tracks (Hunting for Bears, inc.)
Bear tracks (Washington, D.C.)

There are only three entries for the title "Bear tracks" so finding the correct entry should not be difficult. However, there are 23 entries for the title "People." By carefully checking the information following the title on the entry card with data found on the serial in-hand the appropriate entry should be determined. If this information is not sufficient, check the numbering sequence to determine whether the serial would readily fit into a vacant slot on the serial overrider. **Never record a serial when you are unsure about the correctness of the entry—Refer the problem to a reviser or unit head.**

2. Issuing body. Title. The issuing body is the corporate body responsible for the issuance of the serial. This may be an association, corporation, government agency, museum, etc. In some cases the body is entered directly under its own name, such as: National Safety Council. In other cases it is entered first under the place of the body, such as: Belgrad. Muzej grada. The place may be a city, county, state, country or other type of geographic location. (Titles are underlined in examples for emphasis.)

(County) United States. Dept. of Agriculture. Agriculture handbook
(State) California. Dept. of Agriculture. Telephone directory
(City) Belgrad. Muzej grada. Katalogizolzhi

This type of entry was used prior to 1981. No new serial record entries created since 1981 are entered under issuing body. However, since the majority of the entries in the serial record were created prior to 1981, a great number are entered in this form. (See Examples 36-39.)

LCN:

ISSN:

-482-993

-482-993

-993

Keep ____ sets

SEND
TOCALL
NO.

Association for Scientific Journals. Newsletter.

Keep ____ sets

SEND
TOCALL
NO.Catalog.
Institut Pertanian Bogor. Fakultas Kehutanan.

Keep ____ sets

SEND
TOCALL
NO.College bulletin.
Linfield College, McMinnville, Ore. Linfield

Keep ____ sets

SEND
TOCALL
NO.

Minnesota Bicentennial Commission. Newsletter.

EXAMPLE 36: ISSUING BODY. TITLE ENTRIES

LW 488g (Rev. 6/73)

GPO: 1963 0-402-993

LCN:

ISSN:

402-993

402-993

402-993

Keep ____ sets

SEND
TO

CALL
NO.

Nebraska. Dept. of Roads. Programs and planning.

Keep ____ sets

report.
Welfare case turnover

SEND
TO

CALL
NO.

Division of Policy Research.
New York (City). Human Resources Administration.

Keep ____ sets

books.
Handicapped. Cassette
the Blind and Physically
United States. Library of Congress. Division for

SEND
TO

CALL
NO.

Keep ____ sets


improvement program.
budget and capital
Montgomery Co., Md. County Council. Operating

SEND
TO

CALL
NO.

EXAMPLE 37: ISSUING BODY. TITLE ENTRIES
(entered under place)

MINISTERIO DE TRANSPORTES, TURISMO Y COMUNICACIONES
DIRECCION GENERAL DE CORREOS Y TELECOMUNICACION



**MEMORIA DE LA GESTION
DE LOS**

19-1779,14, un 6-14-15-10	91
19-180,14, un 9/14/10	92
19-182,14, un 3-1-14	93
83	94
84	95
85	96
86	97
87	98
88	99

BINDING RECORD

VOLUME	SECT	DATE	TIME	VOLUME	SECT	DATE	TIME

CLIN. Madrid
Correos y Telecomunica-
cion. Memoria de gestion de los servicios -
Soain. Direccion General de Correos y Telecom

SECCION DE AN

Keep ☒ solo

10 Bind/Label

HE 7/1

137a

BALANCE, 1982

Note that Ministerio de Transportes, ... is not included in the entry.

Vol. 7, No. 3
December 1983
ISSN: 0072-9027

[illegible]

Published by the
GULF COAST RESEARCH LABORATORY
Ocean Springs, Mississippi

EXAMPLE 39: ISSUING BODY ENTRY ENTERED UNDER PLACE

An issuing body may consist of the parent body alone, or the parent body and one or more subordinate units.

(Parent body)	(Subordinate unit)
National Safety Council.	Aeronautical Industries Section

The filing order for issuing bodies with subordinate units is as follows:

- Parent body. Title
- Parent body. Subordinate unit A. Title.
- Parent body. Subordinate unit A. Subordinate unit B. Title.

Often the full name of the body as found on the piece is not used in the entry. For example, the body on the piece may appear as:

United States Department of Agriculture Forest Service

However, the body will be found in the serial record under:

United States. Forest Service

The intervening, or parent body in this case, has been omitted from the heading since it was considered unnecessary for the identification of the body. When this occurs a cross reference will lead from the full form to the form of heading as established.

United States. Dept. of Agriculture. Forest Service
SEE United States. Forest Service

When searching by issuing body and title:

- a. Identify the full name of the issuing body from the serial in hand.
- b. If the name consists of a parent body only search under the body and the title. Multiple titles issued by the same body are arranged alphabetically after the name of the body.

National Foundation of the Arts and Humanities. Addresses

National Foundation on the Arts and Humanities. Handbook

National Foundation on the Arts and Humanities. Programs and planning in literature

- c. If the body consists of a parent body and subordinate unit(s), search for the entry after those entries entered under the parent body alone. Look for any cross references leading to a different form of the heading.

National Safety Council. Summary of motor vehicle traffic

National Safety Council. Transactions

National Safety Council. Aeronautical Industries Section.
Safety newsletter

3. Jurisdiction. Title. In 1981 a new type of serial record entry was created for U.S. and state government publications and those of territorial possessions, consisting of the jurisdiction, or place name of the government, and the title. This form of entry is not used for foreign publications. (See Example 40.)

United States. Agricultural research results. ARR-W.

Tennessee. The Upstart cow

These entries are filed before those containing the issuing body. The filing order is:

- Jurisdiction. Title
- Jurisdiction. Issuing body. Title

South Carolina. Hornet news

South Carolina. Advisory Council on Vocational and
Technical Education. Evaluation report

LW 4/66g (Rev. 5/73)	GPO: 1963 0-402-993		
LCN:	ISSN:		
Keep ____ sets			
United States. Tobacco outlook & situation.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> SEND TO </td> <td style="width: 40%; padding: 5px;"> CALL NO. </td> </tr> </table>	SEND TO	CALL NO.
SEND TO	CALL NO.		

402-993

402-993

-993

Boston Port Authority : 1968) Massachusetts. Financial report (Massachusetts	Keep ____ sets		
plan. Illinois. Outdoor recreation in Illinois : action	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> SEND TO </td> <td style="width: 40%; padding: 5px;"> CALL NO. </td> </tr> </table>	SEND TO	CALL NO.
SEND TO	CALL NO.		

402-993

402-993

402-993

tive Dept.) Sacramento. California. Executive order (California. Execu-	Keep ____ sets		
California. Executive order (California. Execu-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> SEND TO </td> <td style="width: 40%; padding: 5px;"> CALL NO. </td> </tr> </table>	SEND TO	CALL NO.
SEND TO	CALL NO.		

402-993

EXAMPLE 40: JURISDICTION. TITLE ENTRIES

I.3B. AIDS IN SEARCHING

1. Cross references. Cross references are made when necessary to direct the searcher to the correct form of entry, or an alternative form also used.

There are two types of references, General and Specific.

General references. These were used for issuing bodies prior to 1981 and direct the searcher to a heading which may be used on multiple entries. There are two kinds:

From incorrect to correct form of issuing body heading.

United States. Dept. of Agriculture. Forest
Service
SEE
United States. Forest Service

From another form of heading for the body also used.

Chile. Direccion de Estadistica y Censos
SEE ALSO
Chile. Servicio Nacional de Estadistica y Censos

Specific references. These direct the searcher to the exact entry for a particular title. They include the following types:

From one form of title to another.

Canadian journal of medical sciences
SEE
Canadian journal of biochemistry and physiology

From one form of entry to another.

Canfarm farm business analysis

SEE

Alberta. Farm Management Branch. Canfarm farm
business analysis

Child nutrition programs newsletter (Alabama)

SEE

Alabama. Child nutrition programs newsletter

When the cross reference indicates the correct form of entry within the same letter, the accessioner should proceed to that entry and accession the piece.

2. Linking notes. Linking notes refer to an earlier or later entry for the serial. These notes indicate a change in the title or issuing body, when used in the entry.

Linking notes are found only on the entry card. No separate blue cross reference is made for them. (See Example 41.)

Linking notes are especially valuable for distinguishing minor title changes as in the following example.

Title on Serial Record
entry card

The Crawford families exchange newsletter

Linking notes

Earlier title

Continues: Crawford exchange newsletter

Later title

Continued in Aug. 1982 by: Crawford
families exchange

LW 4/68g (Rev. 6/73)

LCN:

ISSN: 0161-729X

Continues: Clothes.

Key title: Clothes, etc., ISSN 0161-729X

Continued by: Retailweek.

semi-monthly

v. 12, no. 19, dec. 15, 1977

no 315 holdings Keep!.....sets

SEND
TO

See

TT500
.C55

CALL
NO.

Clothes, etc. (PRADS, inc.) New York.

Linking notes

EXAMPLE 41 : LINKING NOTES

I.3C. ENTRY NOT FOUND

1. Resorting. Resorting involves routing the publication to another letter for searching by the accessioner assigned to that letter. Resorting is done when:
 - a. No entry is found under the letter to which it was first sorted and a search possibility exists under another letter, or
 - b. A cross reference is found which indicates that the entry is under a different letter.

Resorting, when the entry is unknown, is only done **once**. For example, an accessioner assigned to the letter C receives the serial:

Reports of the Court of Appeals,
issued by the State
of California

After searching all possible places in the C drawers the publication, if not found, may be resorted to the letter R. If it is not found under that letter, it **will not be resorted again**. Instead, it will be sent for in depth searching by staff in the Search and Visible File Cataloging Unit (S&VF).

If the accessioner assigned to the letter R finds a cross reference which indicates that the exact entry is under a third letter, the publication may be resorted to that letter.

Steps for resorting when entry is not found:

- a. Place a "0" and your initials below the first letter of the word(s) searched.

- b. If another search possibility exists place a check and your initials above the letter of the appropriate word.
- c. Place the publication on the appropriate letter shelf.

Steps for resorting when a cross reference is found: (See Example 42.)

- a. Complete the "SEE" cross reference slip with the full entry as found on the reference.
- b. Clip to cover of publication.
- c. Place on appropriate letter shelf.

2. Sending publications to Search & Visible File Cataloging Unit. When a serial has been resorted but not found, or when it is unlikely to be found elsewhere, it is sent to the Search & Visible File Cataloging Unit (S&VF) for more in depth searching. This is referred to as "sending to Search."

To send publications to Search:

- a. Place a "O" and your initials below letters already searched.
- b. Place on Search shelves under the last letter searched.

LÉGÜGYI K

A LÉGÜGYI HATÓSÁG HÍVATA

TARTALOM

RECEIVED
APR 26 1983

Jogszabályok, utasítások

A polgári repülésről szóló 1981. évi 8. törvényerejű rendeletnek és a végrehajtására kiadott 17/1981. (VI. 9.) MT számú rendeletnek az 1983. évi 7. számú és az 1983. évi 9. törvényerejű rendelettel, valamint a 17/1981. (VI. 9.) MT számú rendelettel módosított szerkezetbe foglalt szövege

Jogszabályok, utasítások

A polgári repülésről szóló 1981. évi 8. számú törvényerejű rendelet és a végrehajtására kiadott 17/1981. (VI. 9.) MT számú rendeletnek az 1983. évi 7. számú és az 1983. évi 9. számú törvényerejű rendelettel,

delkezés
tek és a
valamint

ből végzett repülésre is alkalmazni kell, ha a repülést a polgári repülésirányító szolgálat által ellenőrzött légtérben vagy légiútvenalon végzik.

(3) Magyar polgári légi járművek a Magyar Népköztársaság területén (légtérén) kívül, illetőleg

vala
eg
[A vas
számú to
Tvr.), a v
9.) MT szá
delkezése

A polg
törvényer
s-ának (2
alappján a

A

A

Tvr. 1.
kiterjed a
repülésre,
repülést,
letén (lég
végzett re
ségekre, valamint a Magyar Népköztársaság légtérének egyéb célú igénybevételeire.
(2) E törvényerejű rendeletnek a repülésirányításra és a repülések végrehajtására vonatkozó ren-

Leguyi Poigazgatosag. Leguyi kozlony.
Leguyi kozlony. SEE Hungary. Kozlekedes es Postaugyi Miniszterium.

* A Tvr. és Vhr. szövegében csillaggal jelölt megnevezések az 1983. évi 7. számú törvényerejű rendelet 2. §-ával megállapított megnevezések.

See Hungary.

Közlekedés és Postaügyi
Miniszterium. Leguyi
Poigazgatosag. Leguyi kozlony

→ Cross reference is written on "SEE" slip. Slip is inserted into piece.

Piece is searched under Leguyi ... and reference is located.

I.4 ACCESSIONING

Accessioning involves the following steps:

- Identifying the title and locating the entry (See I.3)
- Identifying the number and/or date of the issue,
- Recording, or checking-in, the issue on the appropriate
overrider, and
- Marking the issue to indicate copy, entry, call number,
and/or destination.

I.4A. IDENTIFYING THE NUMBER AND/OR DATE OF THE ISSUE

1. Types of designations. Serials, by definition, must have an identifying letter, number, or date which distinguishes each issue from all other issues of the same title. This "designation" may consist of a number, letter, or date alone, or a combination. (See Example 43.)

Volume 112, Number 6, November 1983

Volume 10, Numbers 3 and 4, Autumn 1983

September 1983 Vol. III, No. 9

June 1983

Volume 115B + C (1983) No. 3

'81

Vol. 11, no. 2, Summer 1982

1960-1982

1983/3

Year ended 31st December, 1982

Volume 37, Number 10, November-December,

1983 Whole number 360

J 1983:16

Godina XXXIV Broj 5-7 maj-juli 1983

40th annual report and accounts for year ended

December 31, 1981

JAHRES- BERICHT '81

← Date as part of title

THE AMERICAN ALPINE JOURNAL

← Date alone on title
page

THE AMERICAN ALPINE JOURNAL

VOLUME 25

1981, 87

1981

← Numbering appears on
table of contents
page

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Numbered serials. Serials bear various kinds of numbering which may or may not be accompanied by a date. The "number" may consist of a number alone, volume number with its own numbering, or an alphabetic designation.

No. 56
Volume 1, no. 8
AA

There are two kinds of numbering: consecutive (or whole numbers) and non-consecutive. Non-consecutive numbers repeat with each volume or year while consecutive numbers continue indefinitely, regardless of date or volume. (See Examples 44 and 45.)

Consecutive - number independent of date or volume. (These may be recorded on the numbered series override.)

No. 533, December 1983

No. 534, January 1984

Non-consecutive - number repeats with date or volume

Volume 8, no. 1, Jan. 1983

Volume 9, no. 1, Jan. 1984

No. 1, Jan. 3, 1982 {These should not be record-
No. 1, Jan. 4, 1983 ed on a numbered override,
No. 1, Jan. 6, 1984 unless a separate override
is used for each year }

When a non-consecutive number is to be recorded on the override and/or in the call number, it must be accompanied by a volume number, date, or other distinguishing designation.

Dated serials. Serials often bear two types of date: coverage dates and publication dates. The date of coverage is the period covered by the issue and usually appears with the title. The publication date indicates when the

issue was published and normally is found with the publisher and place of publication.

When determining the date for unnumbered serials, the coverage date is always preferred. For example: 1981 Annual report (published in) 1982. "1981" is recorded on the override and used in the call number.

The coverage date does not always appear on the cover or title page and may take some searching to determine. Nevertheless, it is the job of the accessioner to determine and record the correct date for the issue.

2. More than one designation. Occasionally serials bear two separate numbering schemes, each independent of the other.

For example, a serial bears the designation: Vol. 5, no. 2, Feb. 1983. It also bears a number: No. 86.

Generally, only one designation is recorded on the Serial Record entry. The accessioner by examining the override will determine which number scheme is to be recorded. (See Example 46.)

Population Trends 35

Population Trends 34

EXAMPLE 44: SERIAL WITH CONSECUTIVE NUMBERING

LIBRARY OF CONGRESS INFORMATION BULLETIN

ISSN 0041-7904

Vol. 43, No. 16

April 16, 1964

Library Will Hold Conference on
George Orwell on April 30 and May 1

Also in This Issue . . .

On
the
Lib
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LIBRARY OF CONGRESS INFORMATION BULLETIN

ISSN 0041-7904

Vol. 43, No. 17

April 23, 1964

Anthony Hecht Will Give Final Lecture
As Library's Poetry Consultant on May 7

Consultant in poetry Anthony Hecht will deliver a lecture entitled "The Pathetic Fallacy" on Monday, May 7, at 8 p.m. in the Library's Coolidge Auditorium. The lecture, sponsored by the Gertrude Clarke Whittall Poetry and Literature Fund, is open to the public free of charge, and no tickets are required.

A native of New York City, Anthony Hecht earned his undergraduate degree from Bard College and a master's degree from Columbia University. He has taught at Kenyon College, the State University of Iowa, New York University, Smith College, Bard College, Washington University (where he was Hurst professor in autumn 1971), Harvard University, and Yale University. In 1977, Mr. Hecht served on the faculty of the Salzburg (Austria) Seminar in American Studies. Since 1967, he has been a member of the faculty of the University of Rochester, where he is John H. Deane professor of rhetoric and poetry.

Mr. Hecht's collections of poetry include *A Summoning of Shant* (1954), *The Snow Dusted Snow* (1958), *A Battering* (1960), and *The Hard Hours* (1968), a British Poetry Book Society choice which won Wayne



The consultant in poetry usually provides at programs when other poets and literary figures visit the Library. On this occasion, consultant in poetry Anthony Hecht (right) talks with poet and critic Stephen Spender before a lecture and reading by Mr. Spender at the Library in April 1963.

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Only one designation is
is used for checkin as
seen from the Serial
Record entry.



The American Revenuer

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These printed cancellations come from a former printer of TAR. Do you have any? More on page 182, inside

• THE JOURNAL OF THE AMERICAN REVENUE ASSOCIATION •

NOVEMBER-DECEMBER, 1983

Volume 37, Number 10
Whole Number 360

[illegible]

EXAMPLE 46: MULTIPLE DESIGNATIONS

I.4B. RECORDING THE ISSUE

When recording the issue the accessioner transcribes the correct designation for the issue on the appropriate source override. In general, **issues are to be recorded on the override which corresponds with the stamp on the publication.** A copyright publication is recorded on the Copyright override, etc. Serials received with the Order Division stamp must always be recorded on the Purchase override.

Issues should never be recorded on the back of the override, despite past practice. This area is reserved for special assignments and notes referring to issues recorded on the front of the override.

The following information is recorded:

1. Numerical and/or date designation of the issue received recorded by frequency and established pattern.
 2. Number of physical volumes per issue, binding status, and date of receipt.
 3. Number of copies received for that issue.
 4. Receipt of special supplements, indexes, etc.
 5. Erroneous information appearing on the issue.
 6. Receipt of discards.
1. Frequency and established pattern. Serials are recorded according to their frequency and numbering. In most cases the proper designation is established at the time that the serial record entry is prepared by the Maintenance Unit. The accessioner must then follow that established pattern. (The accessioner may change the override if the frequency, as determined by the accessioner, requires a different override.)

For example, a weekly numbered serial may be recorded by number or date. If the override specifies number the accessioner must always record the number in the appropriate box, and not the date.

LIV 4745a (per 10/25)

DAILY

	SUN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
JAN																																	
FEB																																	
MAR																																	
APR																																	
MAY																																	
JUN																																	
JUL																																	
AUG																																	
SEP																																	
OCT																																	
NOV																																	
DEC																																	

SOURCE COPYRIGHT SOURCE SOURCE

SOURCE EXCHANGE SOURCE SOURCE

SOURCE GIFT SOURCE SOURCE

SOURCE PURCHASE SOURCE SOURCE

Color scheme

Pink = Copyright
 Blue = Exchange
 Salmon = Gift
 Green = Purchase

LIV 4745a (per 10/25)

WEEKLY

	SUN OF NUMBER								MON OF NUMBER								TUE OF NUMBER							
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7	
JAN																								
FEB																								
MAR																								
APR																								
MAY																								
JUN																								
JUL																								
AUG																								
SEP																								
OCT																								
NOV																								
DEC																								

SOURCE COPYRIGHT SOURCE SOURCE

SOURCE EXCHANGE SOURCE SOURCE

SOURCE GIFT SOURCE SOURCE

SOURCE PURCHASE SOURCE SOURCE

EXAMPLE 47: FREQUENCY DISPLAY OVERRIDERS - 1

LIT. OR ARTIST (SEE INSTRUCTIONS)		
NUMBERED SERIES OR ANNUAL—LONG FORM 2		
SOURCE	COPYRIGHT	COPIES
SOURCE	EXCHANGE	EXPIRES
SOURCE	GIFT	EXPIRES
SOURCE	PURCHASE	EXPIRES

Color scheme

- Pink = Copyright
Blue = Exchange
Salmon = Gift
Green = Purchase

[illegible]

Color scheme

Pink	= Copyright
Blue	= Exchange
Salmon	= Gift
Green	= Purchase

Green = Purchase

LAW OFFICE (printed)

IRREGULAR

SOURCE COPY SENT

SOURCE EXCHANGE

SOURCE GIFT

SOURCE PURCHASE

EXAMPLE 50: FREQUENCY DISPLAY OVERRIDERS - 4

Several kinds of overrides are used for various frequencies and types of serials; however, an override does not exist for every type of frequency that an accessioner may encounter. Thus, overrides are used which best fit the needs of the serial's frequency. See Examples 47-50 for the various overrides. A chart listing the most common frequencies, the appropriate override to be used and instructions for recording is located in Appendix A.1.

2. Indicating receipt of multiple copies received from the same source

Multiple copies received from the same source must be accurately indicated on the override for all copyright and purchase copies, and some gifts or exchange titles that are routed.

The accurate recording of copies received serves two purposes for the Library. First, it tells the Library how many copies have been received. This is important to Copyright and to the Order Division for claiming. Secondly, it tells the accessioner how to assign further copies as they are received. Because each copy may have its own routing or assignment, the accessioner must know which copies have already been received in order to properly assign the remaining copies.

All copies received at the same time:

1. Write issue designation only on override.

1984

All copies not received at the same time:

1. Write in the number received to the right of the issue designation on the override.

1984¹⁴ (24 copies to be received)

2. When additional copies are received, change number to reflect current total.

1984¹⁰ (6 additional copies rec'd)

3. When all required copies have been received erase the number, leaving the issue designation alone.

1984 (remaining 4 copies rec'd)

3. Supplements, indexes, and other special issues. Frequently special issues are received which do not fit into the normal numbering scheme of the parent serial. These are handled in various ways according to the type of issue and the override used for the parent entry. When these issues are to be checked-in, record on the front of the override or on a separate override. **DO NOT record on the back of the override, even though older supplements may have been recorded there.** When creating a separate override write the word "Supplement", etc. at the top for clarity.

Supplements. Supplements fall into several categories depending on their bibliographic features and publishing status. Some will be recorded with the parent title, but on a separate override, while others will require a separate entry. The catalogers will make the determination as to whether a separate entry is needed for all supplements.

If supplements have already been recorded on a separate override record the issue in hand on that override. (See Example 51.)

If supplements have only been recorded on the back of the override, create a separate override with "Supplement" written at top. If the holdings for supplements listed on the verso are not extensive the accessioner should transfer the information onto the new override and line out the old information. If extensive, the entry should be pulled and sent to the Editorial & Reference Unit.

Record Supplement on its own overcard

DATE OR NUMBER		T.P.	DATE OR NUMBER		T.P.	DATE OR NUMBER		T.P.
VOL	& I		VOL	& I		VOL	& I	
JAN	39	1	JAN			JAN		
FEB	2	2	FEB			FEB		
MAR	7	5	MAR			MAR		
APR	6		APR			APR		
MAY	7		MAY			MAY		
JUNE	7	9	JUNE			JUNE		
JULY	8		JULY			JULY		
AUG	11		AUG			AUG		
SEPT	13	12	SEPT			SEPT		
OCT			OCT			OCT		
NOV			NOV			NOV		
DEC			DEC			DEC		

SOURCE Copyright

COPIES 2

See note on hard card TO *Rev.* 15 147 NO.
 (Engineering Staff) Boston, Mass. .m63
 Modern materials handling. (Materials Handling Laboratories. En-

SUPPLEMENT

DATE OR NUMBER		T.P.	DATE OR NUMBER		T.P.	DATE OR NUMBER		T.P.
VOL	& I		VOL	& I		VOL	& I	
JAN	39		JAN			JAN		
FEB	4		FEB			FEB		
MAR			MAR			MAR		
APR			APR			APR		
MAY			MAY			MAY		
JUNE			JUNE			JUNE		
JULY			JULY			JULY		
AUG			AUG			AUG		
SEPT			SEPT			SEPT		
OCT			OCT			OCT		
NOV			NOV			NOV		
DEC			DEC			DEC		

SOURCE Copyright

COPIES 2

EXAMPLE 51 : SUPPLEMENT

Whenever a supplement is received for the first time it should be sent to S&VF or the cataloging sections for further investigation.

Indexes. There are various types of indexes. Most indexes index the contents of a particular title, however, some such as Index Medicus, index the contents of many titles and are separate serials in themselves. Only the first type of index is covered here. The latter is treated in the same manner as any other serial.

Annual indexes. When the annual index to a serial is separately issued it may be recorded on the front of the override in the box marked "Ind." or "T.P.&I." A check (✓) in this box is sufficient. If for some reason the front of the override cannot be used, record on a separate override.

Cumulative indexes. These are indexes which cover a span of years, such as a quinquennial index which covers five years. These may or may not be issued by the same publisher that issues the serial. **Cumulative indexes should always be recorded on separate overrides, NEVER on the front of the override in the "Ind" box.** Specific instructions for cumulative indexes are included in Part II.

Other special issues

Separately issued title pages. Some publishers issue separate title pages to be bound with the volume. These are recorded by checking (✓) the appropriate box on the front of the weekly, daily, or monthly override.

Special issues on particular topics. Occasionally a publisher will dedicate one issue to a specific topic. If the issue is numbered as part of the regular numbering scheme, accession according to normal procedures.

If the issue bears its own title and is unnumbered or is otherwise apart from the parent title, it should be treated as a monograph and placed on the appropriate shelf. In case of doubt, refer issue to reviser or unit supervisor.

4. Recording errors or other notes relating to the issue. If notes must be made relating to the issue, these are recorded on the back of the overrider. An asterisk (*) is placed next to the designation on the front to indicate the note on the verso.

Notes may be made to explain publication errors, withdrawals, or to explain combined issues. It is critical that they be recorded **neatly and accurately** so that they may be easily interpreted. Record the note giving both the correct and incorrect designation such as "*Vol. 3, no. 1 incorrectly printed as Vol. 2, no. 1." For all notes be sure to begin the note with the appropriate issue designation.

5. Recording discards. Serial entries bearing treatment decision, DISCARD, or SAMPLE DISCARD, are typed on yellow entry cards. These serials do not receive an overrider. Only the entry card will appear in the serial record. It is desirable, however, to know that a serial is still being issued and received. This is accomplished by indicating the year on the entry card. This indicates that an issue for that year has been received. As subsequent issues for the year are received a check is placed to the right of the year. The frequency of the serial does not matter (i.e., if the serial is a monthly write only the year, not the month and year). No other notation is made until an issue for the next year is received. Thus, it can be determined which serials are no longer being issued or received without actually recording all of the issues. (See Example 52.)

1980 ✓
1981 ✓

67-6 (REV 11-54)

1981 ✓
1982 ✓
1983 ✓

A journal of new beat writings.

DN 4/14/81

No. 1, summer 1980.

SEND
TO

DISCARD

Keep

sets

CALL
NO

67-6 (REV 11-54) 162034-1900

Beatniks from space. (Neither/Nor Press) Ann Arbor, Mich.

No. 4, June 1980

Keep

sets

No. 8, Oct. 1980

SEND
TO

DISCARD

CALL
NO

67-6 (REV 11-54) 162034-1900

Bear tracks. (Hunting For Bears, inc.) Hammond, La.

1. Date indicates first issue received for the year.
2. Subsequent issues are checked.

EXAMPLE 52: RECORDING OF DISCARD ENTRIES

I.4C. MARKING THE ISSUE

1. Periodicals. Periodicals are marked to indicate:

- a. Copy
- b. Entry (for shelving by custodian)
- c. Routing

a. **Copy.** All serial stamps are marked to indicate copy. This may be done with numbers, checks, words, or 0's as appropriate.

Keep sets, Current issues only, Review before bind.

- 1) **Copyright copies.** Number each copy as prescribed at bottom of overrider. If additional copies are received put a checkmark in the stamp.
- 2) **Purchase copies.** Number all purchase copies as prescribed on overrider. Additional copies should be noted on a "Purchase-6 slip" which is inserted in the piece. Place the piece on the Order shelf for forwarding; do not check or treat as a duplicate.
- 3) **Exchange and Gift copies.** Check all copies unless multiple routings are indicated on the overrider, in which case number as appropriate.
- 4) **Extra copies received after volume has been bound.** When an extra copy is received and it is evident from the binding record that the volume has been bound, treat the issue as a duplicate; write "DUPL" in stamp and add your initials next to the stamp.

Discard, Sample Discard

- 1) Write "DISC" in stamp.

Send unchecked to ...

- 1) Write "0" in stamp.

- 2) If serial is stamped "Discard NAL" this indicates that NAL has sent the issue to LC. If the entry card reads "Send unchecked to NAL," DO NOT send it back to them! Write "DISC" in stamp and place on Disc/Dupl. shelf.
- 3) If serial entry reads "Send unchecked to NLM," Prepare a Card Out according to instructions in Part II and forward to Selection Officer for review. Serials are no longer routed to NLM.

b. Entry

Keep sets, Current issues only, Review before bind

Serials are shelved by the custodial division according to the complete entry in the serial record file. Thus the accessioner must indicate the appropriate entry and provide any missing parts.

If the serial is established under title the first letter of the title is checked (✓). (**NOTE:** Do not check initial articles or other non-filing characters.)

When issuing body is used as part of the entry that body must appear in full form. If the full form is not present on the cover or title page it is written in above the title. The various elements of the entry are numbered. This includes all units of the issuing body plus the title.

¹Alabama. ²Annual report of energy.

¹United States. ²Dept. of Transportation. ³Aviation news.

NOTE: This procedure is necessary on Serial Division material only. For periodicals being sent to other custodial divisions the entry is not needed on the title page.

Discard, Sample discard.

Do not indicate the entry on the piece.

Send unchecked to ...

Do not indicate the entry unless the serial is being sent unchecked to Serial Division.

c. Routing

Keep sets, Current issues only, Review before bind

The routing or assignment is taken from either the overrider or entry card and written in pencil on the cover in the upper right corner of the serial. If the cover is too dark or the writing would be illegible, use the first available page.

When more than one destination or routing is indicated on the overrider include each, separated by a slash.

FRD/SER

Discard, Sample Discard. No routing is necessary for discards.

Send unchecked to ... Write on the cover the library or division to which the serial is being sent.

NAL

→ ① U.S. ② Food & Drug Administration

FDA
December 1983-January 1984
CONSUMER

Ser

LIBRARY OF CONGRESS
DEC - 9 1983
EXCHANGE & GIFT DIVISION

Lou Gehrig's
Disease
Still Needs
A Cure.



1. Stamp checked (✓) because source is Exchange and Gift.
2. Entry is under issuing body which is written-in above title and numbered.
3. Routing is "Ser.".

EXAMPLE 53: ACCESSIONING PROCEDURES - PERIODICALS

2. Bind/Label. Bind/Label serials are marked to indicate:

- a. Copy
- b. Entry
- c. Call number, including assignment
- d. Initials of accessioner
- e. Routing

- a. **Copy**. Copies of Bind/Label serials that are to be retained for the collection are referred to as sets and X-copies. Additional copies are treated as duplicates. Usually a separate override is created for each set, while multiple X-copies are combined on one or more overrides. The entry card indicates the number of sets to be kept, while X-copy numbers are found on the bottom of the override with the specific assignments listed on the verso.

Keep sets

- 1) **Sets and X-copies**. Copy numbers are consecutively assigned and written in the stamps.

For example, 24 copies are received: 2 sets kept, 22 X-copies. These are marked as: 1, 2, X-3, X-4, X-5, etc.

- 2) **Duplicates**. Copies which exceed the number of sets and X-copies needed become duplicates. Mark "DUPL" in stamp.

NOTE: Do not mark Purchase materials as duplicates. Insert a "Purchase-6 slip" in serial and place on shelf marked "Purchase 6 Disc./Dups" for return to Order Division.

Discard, Sample Discard. Write "DISC" in stamp.

Exception: If bound volumes or long runs of a serial are received, forward to the Selection Officer and make a Card Out. If, however, the note "Decision from bound volumes" appears on the entry card treat as a discard. This indicates that the Selection Officer does not want to retain even bound volumes of the title.

Send unchecked to ... Place "O" in stamp.

b. Entry

Keep sets. Indicate the entry, as found on the serial record entry card, by placing **two dots (..)** under the first letter of the entry on the title page or first available page in the publication. **(Never use the cover!)** If entered under an issuing body or jurisdiction which does not appear on the title page, write in the information above the title. If the entry is a uniform title, include the qualifying information in parentheses. **(Do not number the parts of the entry.)**

Title entry:	American book directory.
Issuing body entry:	Washington Bible College. Catalog

Note: It is not necessary to mark the entry on multiple copies after the first copy has been marked, if all copies are being sent to the same location. All copies should be secured together. If multiple copies are to be sent to various locations the entry should be indicated on each copy.

Discard, Sample discard. Do not indicate the entry on the piece.

Send unchecked to ... Do not indicate the entry on the piece.

- c. **Call number and assignment.** The call number is written in the serial whenever a call number appears in the box marked "Call no." (For instructions on processing Bind/Label serials for which no call number has been assigned, see Part II, Other volumes in process). The call number consists of:

- LC Classification number as found on the entry card
- Issue designation
- Set or X-copy designation, except for the 1st
- Assignment (when there is one)

Note: Most call numbers are comprised of the above elements; various types of call numbers are also used and are described below.

The call number is written on the verso of the title page in the upper right corner or wherever space is available. The call number should be written **clearly and accurately** on the piece. Do not write too close to either edge of the publication, allowing 1" from top and side, to meet binding specifications.

Note: The call number should also be added to loose material accompanying a bound volume, such as maps, errata sheets, etc.

Writing the call number on the piece

- 1) **LC classification number.** Write in the information as found on the serial record entry card using a separate line for letters and numbers following each decimal point.

HC1743	HD1345	Z633
.C43	.P3A5	.7
		.N48

- 2) **Issue designation.** Write in the issue designation below the class number as it has been recorded on the overrider, using the language of the piece. Supply words such as "No." when necessary (in English).

HC1743	HD1345	Z633
.C43	.D3	.7
v.3, 1970	Bd. 85	.N48
		No. 8

3) **Sets and X-copy designations**

Sets. The set number is written below the issue designation. The first set is not indicated but assumed.

<u>1st set</u>	<u>2nd set</u>
HC1743	HC1743
.C43	.C43
v.3, 1970	v.3, 1980
	2d set

X-copies. For all X-copies write only "X-copy" in the call number. No numerical designation is given since this is recorded in the stamp.

HC1743
.C43
v.3, 1970
X-copy

- 4) **Assignments.** Not all serials will have assignments; for those that do it will be recorded as the last element of the call number. (The information is found after the copy number on the verso of the overrider.) The assignment consists of the currently approved office symbol and should be checked against the current list when necessary. Whenever

a serial has an assignment a special assignment slip is inserted in the piece with the correct symbol for the office or division written in the "Assign to" space.

The complete call number with assignment will appear as:

HC1743	HC1743	HC1743
.C43	.C43	.C43
v.3, 1970	v.3, 1970	v.3, 1970
MRR Alc	2d Set	X-copy
	SSRR	Law Ref

When there is no assignment the call number will end with the set or X-copy designation, or the issue designation for 1st sets.

HD1345	HD1345
.P3A45	.P3A45
Bd. 85	Bd. 85
	2d set

Other types of call numbers

- 1) **Minimal level cataloging.** Call numbers are assigned which serve as shelf numbers. These are assigned in the Serial Record Division rather than the Subject Cataloging Division and apply only to those publications chosen for minimal level cataloging. The third part of the call number is the issue designation and is assigned by the accessioner. The appropriate custodial division designation is included as the last element of the call number.

WMLC L	WMLC L
82/67	82/291
1976	36th, 1984
Ser	Ser

- 2) **Law materials.** Serials in the category Law for which a full LC call number is not available are given a call number consisting of words, numbers and dates. The issue designation is the last element of the call number and is supplied by the accessioner. These appear as:

LAW	LAW
IVORY COAST	FRANCE
6	2
*(1982-)	(1983-)
1984	1984

(*This date is part of the call number, not a designation date.)

- d. **Initials.** The accessioner writes his/her initials on the verso of the title page, or whatever page has been used to record the call number, in the upper left corner.
- e. **Routing**

Keep sets, Current issues only, Review before bind

Unbound serials Write 'Bind/Label' in pencil on the title page in the upper right corner and place on appropriate shelf.

Bound serials Do not mark but place on designated shelf for transfer to Binding Division.

Discards, Sample Discard

No routing or assignment applies to discards; place on designated shelf.

Send unchecked to ...

Unbound serials Write destination on cover.

Bound serials Write "Send unchecked to (destination)" on waste card and insert. **NOTE:** This rarely occurs and should be investigated by the unit head; therefore, forward the publication to the unit head before placing on the designated shelf.

**SPECIAL
ATTENTION**

For Loan to: Author-
ized by

☐

☒ Assign to **SSRR**

☐ If other than let
copy assign to

Authorized
by

☐

☐ For examination by

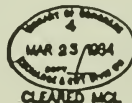
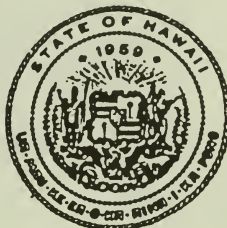
Completed
by

☐

☐ For photograph

(Control)

☐ For



**THE STATE OF HAWAII
DATA BOOK**

HA 329
.1
H 35a
1983
SSRR

* 1st set - SSRR via Bind/Label (latest)
* 2nd set - Ser via Bind/Label
* Suppl. to Data Book 1972
* 2nd set changed for memo at HA 329.1.A5
Assignments changed by AG 10/11/82

LET 4/27/82 (10/11/82)

NUMBERED SERIES OR ANNUAL-LONG FORM

abstract. Honolulu.
part. State of Hawaii data book; a statistical
Hawaii. Dept. of Planning and Economic Develop-

HA 329
.1
H 35a

1. Assignment on verso of override.
2. Routing "Bind/Label" on cover.
3. Special Assignment slip completed.
4. Call number and assignment transcribed to verso of title page.

[illegible]

EXAMPLE 56: ACCESSIONING PROCEDURES - BIND LABEL, 3 x 5 ENTRY

PART 2

**SPECIAL
PROCEDURES**

Part II describes procedures for problems, changes, and special types of materials. Various methods are used for processing these materials. In some cases the accessioner is able to recognize and solve the problem. In other cases the piece is referred to other staff members in the Division for further investigation.

CARD OUTS AND CARD OUT SLIPS

The basic question encountered when processing problem material is when and how to prepare a **Card Out**. In general, a Card Out is prepared when a serial record entry is removed from the file. (See chart on p. 124.)

The Card Out, completed by the accessioner, provides bibliographic information similar to the serial record entry card. This entry prevents further accessioning of issues while a change or problem is being investigated.

Separate Card Outs are used for the visible and 3x5 files. (See Examples 58A and 58B.)

Card Outs are prepared for the situations listed in Columns B and C on the chart. For specific instructions, please refer to the chapter or section which covers each particular problem or change. Those situations listed in Column A do not require a Card Out because only one person is involved in processing the material.

Depending on the situation, the accessioner either pulls the entry and replaces it with the Card Out or places the Card Out in the piece. In either case the piece is forwarded to another staff member who will countersign the Card Out (i.e., he/she crosses out the surname of the accessioner and adds his/her own surname and date to the Card Out).

If further issues are received while the Card Out remains in the file they are not to be accessioned and are forwarded to the countersigner. This is done by filling out a **Card Out Slip**, inserting it in the piece, and placing the

piece on the designated shelf. (See Example 58C.)

Instructions follow for preparation of a visible file or 3x5 Card Out and the Card Out Slip.

Methods for Handling Problems and Changes

A CARD OUT is necessary. The accessioner handles problem or change.	B Prepare CARD OUT. File; send serial record entry to the appropriate destination.	C Prepare CARD OUT. Do not remove entry from file. Insert CARD OUT in piece; send to appropriate destination.
Numbering error on publication	Transferring 3 x 5 entries to the Visible File	Title or heading change
Frequency change	Duplicate entries in file	Major change in designation
Numbering change that does not involve a title change	Cumulative index to be added to catalog record	
Office symbol change	Selection decision question needing review by the Selection Officer (i.e., long runs of DISCARD material)	

1. Supply your surname.
2. Give reason for withdrawal of card.
3. Supply date of preparation of card.

67-47 (1/71)
CPO: 1984-0-436-103

Card withdrawn by: Therese
For: Title Change
Date: 5/21/84

HD 1920
S
.N46
Keep 2 sets
CARD OUT

aquicultural policy. London.
Entry: Newsletter on the Common

4. Keep material = supply call number and number of sets retained.
Non-keep material = supply selection decision (e.g., CIO, RBB, etc.).
5. Supply complete entry and place of publication.

EXAMPLE 58A: COMPLETED CARD OUT (VISIBLE FILE)

1. Supply complete entry and place of publication.
2. Keep material = supply call number and number of sets retained.
Non-keep material = supply decision (e.g., CIO, RBB, etc.)
3. Give reason for withdrawal of card.
4. Supply date of preparation of card and your surname.

CARD OUT	
Entry	<i>Baptist quarterly. London.</i>
Imprint date	Card number
Call number	<i>BX 6276. A1 B32 Keep 1 set</i>
Purpose of removal <i>Title change</i>	
Date	Name
<i>4/26/83</i>	<i>Smith</i>
LW 14/84 (rev 4/81)	

EXAMPLE 58B : COMPLETED CARD OUT (3 x 5 File)

TO: ☐ Cataloging Section ☐ RLC Section ☐ PAR Section

Card Out slip

Serial Record entry

☐ CARD OUT to file

☐ Title/heading change slip to file (excepted to override)

Reason for removal _____

Name Date

Prepared by _____

Countersigned by _____

Call Number or Serials

CARD OUT slip prepared by

Name Date

1. Check the appropriate section for forwarding of serial.
2. Enter serial record file entry.
3. If CARD OUT entry is in file:
 - a. check CARD OUT box.
 - b. preparer enters surname (if available)
 - c. countersigner adds surname and date of countersigning
 - d. enter reason for withdrawal
 - e. enter call number or decision
- If title/heading change slip is stapled to override:
 - a. preparer enters surname (if available)
 - b. countersigner adds surname and date of countersigning
 - c. enter call number or decision
4. Supply your surname and date processed.
5. Insert CARD OUT slip into serial and place on appropriate shelf.

EXAMPLE 58C: CARD OUT SLIP

II.1 CHANGES

Types of Changes

One of the more interesting and challenging aspects of serial work is keeping up with changes. Changes can originate with the publisher (e.g., a title change), or with the Library, (e.g., a change of call number). Regardless of the nature of the change, it is important that the serial record entry be kept up-to-date for accurate retrieval of information.

The following list represents changes that occur within the serial itself. The accessioner is responsible for recognizing these changes and taking the appropriate action when any one of them occurs.

- Title
- Issuing body or Heading
- Designation or numbering
- Frequency

Changes that originate within the Library are not usually the initial responsibility of the accessioner. It is his/her duty, however, to interpret the changes on the card for accurate processing. Some of these changes include:

- Assignments and/or custodial responsibility
- Call number
- Retention decisions
- Series treatment

II.1A. TITLE OR HEADING CHANGES

1. Title

Any change in the wording of a the title, including the order of words, is considered as a potential title change.

NOTE: If the title appears in more than one language on the serial and the first named title is not the one used for the entry, refer serial to your reviser for a possible cross reference. Do not treat as a title change, unless the title used for the entry no longer appears on the piece.

In Example 59 note the difference in the title on the serial record entry card and the title that appears on the piece. Although the first three words, "Sweet's catalog file" are still the same, the words that follow this portion of the title are different. Depending on the way the piece has been cataloged this may or may not constitute a title change. The accessioner should, therefore, refer this piece to the appropriate unit for investigation or change. It is not the duty of the accessioner to make this determination.

2. Heading

Changes in the heading may involve:

A change in the name of a body,

or

A new body being responsible for the publication

Sweet's Catalog File

► Products for
General Building
and Renovation

GPO 56-5576		GPO : 1964 O - 313-728	
67	1978 V.1-13, 13 V. Pd 1-23-80		
68	1979 V.1-13, 13 V. Pd 1-11/17/79		
69	1980 V.1-13, 13 V. Pd 2-12-80		
70	1981 V.1-13, 13 V. Pd 2-12-81		
71	1982 V.1-15, 15 V. Pd 3-24/82		
72	1983 V.1-15, 15 V. Pd 1-27/83		
73			
74			
75			
76			
77			

TO	<input checked="" type="checkbox"/> Cat Sec	<input type="checkbox"/> MLC Sec	<input type="checkbox"/> P&R Sec
Sent for change of <u>TITLE</u> or HEADING. Send all additional issues to the appropriate section. DO NOT ACCESSION PIECE. <i>Jenkins 1/27/83</i>			

SOURCE	Copyright	1st set	Comes	SETS
Information Systems Co.)		SEND TO	CALL NO.	
general building. (Sweet's Division, McGraw-Hill)		TH 455		
Sweet's catalog file: architectural products for		.S8		

NOTE: Different subtitles



Sweet's Division

McGraw-Hill Information Systems Company
1221 Avenue of the Americas, N.Y., N.Y. 10020



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PETE DANGERMOND, JR., Director
Department of Parks and Recreation
ELIO FREITAS, Chief
Office of Economic and Fiscal Affairs

EXAMPLE 60 : HEADING CHANGE

A change in heading is noted only when the body has been used in the serial record entry. This includes the following types of entry:

Issuing body. Title

Title (Qualified by issuing body) - green cards only

In example 60 the issuing body on the entry card is: California. Concessions Division. The issuing body on the piece is: State of California -- The Resources Agency, Department of Parks and Recreation, Office of Economic and Fiscal Affairs. This is an obvious candidate for a heading change and should be forwarded to the appropriate area for investigation.

To determine who will receive a serial in question, the accessioner examines the entry.

Send to Cataloging Sections if: Keep ... sets

Send to P&R (S&VF Unit) if:	Current issues only
	Review before bind
	Discard or Sample discard
	Send unchecked to ...

3. To process title or heading changes:

- a. **Do not accession** the piece in hand. If there is an assignment, place a completed Special Attention Slip with the assignment in the piece.
- b. In pencil **prepare a Card Out**. Following the general instructions on Pages 126-127.

- c. Staple a **Title/Heading change slip** to the top override at the center. Supply surname and date.
- d. Attach a **New serial slip** (NS slip) to inside cover of piece. Write "Title change" or "Heading change" at bottom of slip. Supply your surname and the date at top. (For instructions see Example 61.)
- e. Insert completed Card Out in the piece. **Place on designated shelf.**

4. Title/Heading Change Slip

This slip is stapled to the first override for the entry when a title or heading change is suspected. A Card Out is prepared and inserted in serial. The change slip alerts file users of the possible change prior to filing of the Card Out in the serial record. It also indicates the unit or section to which the problem serial was sent.

To complete:

- a. Check appropriate box according to selection decision.
- b. Circle the appropriate word for the change in hand (i.e., TITLE or HEADING).
- c. Supply surname and date of processing.

To	<input type="checkbox"/> Cat Sec	<input checked="" type="checkbox"/> MLC Sec	<input type="checkbox"/> P&R Sec
<p>Sent for change of <u>TITLE</u> or HEADING. Send all additional issues to the appropriate section. DO NOT ACCESSION PIECE.</p> <p style="text-align: right;"><i>J. H. H. 1/7/85</i></p>			

8/2/41 RO

TIMES MEN

Oct 12/13

NEW SERIAL

☐ Newspaper ☐ Serial ☐ Subseries

Recommendation

☐ G.R.R. ☐ Eur. ☐ Asian
☐ Law ☐ P. & P. ☐ Afr./ME
☐ Music ☐ Science ☐ Hlep.
☐ M.B./RS ☐ G. & M. ☐ Sol. Off.

☐ Wanted for the Library ☐ Not Wanted
☐ Keep _____ into ☐ Review before bind
 Retain: ☐ Current issues ☐ Sample
 Acquire: ☐ Back numbers ☐ Continuation
☐ By purchase ☐ By exchange or gift ☐ By copyright

Processing

Searched in ☐ SR ☐ 8x5 ☐ OC ☐ Asian
 Author not estab. ☐ SR ☐ 8x5 ☐ OC ☐ Afr./ME
 Author estab. in ☐ SR ☐ 8x5 ☐ OC ☐ FF

☐ Cataloging, Ser. Rec. ☐ Contd.
☐ Subject Cataloging ☐ Serial Division
☐ Decimal Classif. ☐ Music Division
☐ E. & G. Division ☐ Eur. R.R.
☐ Order Division ☐ Microform R.R.
☐ Binding Office ☐ Law Library
☐ ☐ Asian
☐ ☐ Afr./ME
☐ ☐ Ser. Div. Sample
☐ ☐ E. & G.-MAL
☐ ☐ E. & G. Diamond

Code:

Assign classed bound volumes to:

☐ General collections ☐ Asian ☐ Afr./ME
☐ _____

Title change

LW 1/64 (rev 11/63)

Fold over back cover.

Supply your surname and date in the appropriate corners.

Supply either TITLE CHANGE or HEADING CHANGE at bottom of overrider.

EXAMPLE 61 : NEW SERIAL SLIP WITH REQUEST FOR CHANGE

5. Title or Heading Changes - Complete Process.

Because title and/or heading changes are the most commonly encountered types of changes it is important that the accessioner understand the entire change process. The steps involved in processing title or heading changes are listed below. (Steps performed by the accessioner are preceded by an asterisk (*)).

- *1. Accessioner identifies potential change on the piece in hand. Piece is not accessioned.
- *2. Accessioner prepares Card Out; inserts and places it in the serial. An NS slip is attached inside back cover. The serial is forwarded to the appropriate section by placing it on designated shelf.
- *3. Accessioner staples a Title/Heading Change Slip to the top over-rider of the serial record entry. The entry is not pulled.
- 4. The person receiving the piece examines it:
 - a. The title or heading change requires a new entry:
 - 1) He/she crosses out the accessioner's name on the Card Out and countersigns and dates card.
 - 2) The serial record entry is pulled and replaced by the Card Out.
 - 3) A new record is created:
 - (a) If "keep" material - a new record containing a linking note is created on the OCLC data base; the serial package is forwarded to the Maintenance Unit for

preparation of the serial record entry card and accessioning.

- (b) If "non-keep" material - title is cataloged by the S&VF Cataloging Unit, a new serial record entry card is created, and the piece is accessioned.

b. The title or heading change does not require a new entry:

- 1) Serial is returned for accessioning.
 - 2) Cataloger removes slip from serial record entry.
 - 3) Accessioner adds "Record of permanent holdings" override to entry. Rejected title, date, and surname of cataloger are added. Further variations rejected as title changes will also be added to this override.
- *5. If later issues are received while the piece is being processed, the accessioner prepares a Card Out Slip and forwards the issue to the appropriate person. The piece is not accessioned.
6. After the new entry card is created by either S&VF or the Maintenance Unit, it is filed in the serial record. All future issues bearing the new title or issuing body will be checked-in on that entry.
7. Linking notes on both old and new entries refer the searcher to the earlier or later title or heading entry.

December 1983 ISSN 0265-2072 £3.00

Purchasing & Supply Management

INSTITUTE OF PURCHASING AND SUPPLY



07-47 (L/73)

GPO 1984-0-436-103

Card withdrawn by: *Jealins*
For: *title change*
Date: *3/20/84*

HD 52
.5
.P753

Keep 1
set

Purchasing and Supply) London, Eng.
Entry: *Purchasing and supply. (Institute of* CARD OUT

Purchasing research

STEP 1

Card Out prepared and attached to serial.

EXAMPLE 62A: TITLE CHANGE

STEP 2

← New Serial title slip (NS slip)

New Serial title slip is completed and stapled to back cover of serial.

M. Birkett
Why High i

Sand Castings Manufactured in
Castings illustrated are for period

Centrifugal Castings
Manufactured in weights up to 50
diameters up to 1200 mm.

Other copper based alloy cast
and Cast Iron, Es
APPROVE

P.O. Box 201, Hanley, Stoke-on-Trent, ST1 6HL. Telephone: (0782) 254311-7. Telex: 36321
The Foundry Division of The Wilson Industries Group Plc Limited Company

NEW SERIAL

☐ Newspaper ☐ Series ☐ Subseries

Recommendation

_____ G.R. _____ Eur. _____ Asian
_____ Law _____ P. & F. _____ Afr. ME
_____ Music _____ Science _____ Map
_____ M/B/RS _____ C. & M. _____ Sol. Off

_____ Wanted for the Library _____ Not Wanted

Keep _____ Date _____ Review before bind

Rebate: _____ Current issues _____ Sample

Amplify _____ Book number _____ Continuation

_____ By purchase _____ By exchange or gift _____ By copyright

Processing

Searched in ☐ SR ☐ Bx ☐ OC ☐ Asian
Author not estab. ☐ SR ☐ Bx ☐ OC ☐ Afr. ME
Author estab. in ☐ SR ☐ Bx ☐ OC ☐ Newsp.
☐ FF

Cataloging, Ser. Rec. _____ Comedy
_____ Serial Division
_____ Subject Cataloging _____ Music Division
_____ Decimal Classif. _____ Eur. R.R.
_____ E. & G. Division _____ Microform R.R.
_____ Order Division _____ Law Library
_____ Binding Office _____ Asian
_____ Ser. Dir. Amplr
_____ E. & G.-NAL
_____ E. & G. Inward

Assign classed bound volumes to:
☐ General subseries ☐ Asian ☐ Afr. ME
☐

Title Change

LW 1/84 (rev 11/83)

STEP 3

← Title/heading change slip is completed and stapled to override.

TO ☒ Cata Sect ☐ MLC Sec ☐ PAR Sec

Sent for change of TITLE or HEADING. Send all additional issues to the appropriate section. DO NOT ACCESSION PLACE. *Yachino 8/10/83*

Purchase 6 900771

Sec 20

HD 52

5

2753

and Supply) London, Eng.
Purchasing and Supply. (Institute of Purchasing

REVIEW

Steps to follow for title/heading changes include:

1. Card Out prepared and attached to serial.
2. New Serial title slip completed with change statement and stapled to back of serial cover.
3. Title/heading change slip stapled to serial record file entry override.

EXAMPLE 62B: TITLE CHANGE

II.1B. CHANGES AND INCONSISTENCIES IN NUMBERING OR DATE DESIGNATIONS

A number or date designation found on a serial issue which deviates from the established pattern on the entry may be the result of one of the following:

1. Titles are the same but entry does not match the piece

Remember that many serials have similar or identical titles. A number which does not fall into the set pattern is a good clue that the entry found may not be for the piece in hand.

If this occurs check the entire entry against the serial in hand by comparing publishing information and ISSN. Search for other entries in the file which may fit the serial.

If you question the appropriateness of an entry - **do not accession** the piece. Refer to your reviser or unit supervisor. If no entry is found which matches the piece in hand, place the issue in Search.

2. Publisher's error or inconsistencies

Occasionally publishers print an incorrect number or date on a serial issue. This is often easily determined by examining the override. If previous issues have been recently recorded the appropriate designation should become obvious.

For example, an issue is received bearing the designation, Vol. 53, no. 5, June 1983. The last issue recorded on the override is: Vol. 53, no. 5, May 1983. The frequency is monthly. The accessioner determines the appropriate designation to be Vol. 53, no. 6, June 1983.

When this occurs the correct designation is recorded and asterisked. A note is added to the verso of the override: (See Example 63.)

*Vol. 53, no. 6, June 1983 incorrectly printed as Vol. 53, no. 5

3. Change in numbering and/or date

Designation changes may occur apart from any other change in a serial. When this occurs look for some type of explanation in the editorial or introductory pages of the serial.

Minor changes. Minor changes in designation are those which do not significantly alter the original designation.

For example, letters or dates added to or dropped from a number, while the numbering is continued consecutively.

37, 38, A-39, A-40, etc.

84-534, 84-535, 536, 537, etc.

For minor changes the accessioner must determine whether the same override is appropriate to the new numbering scheme. If so, the new number is added and asterisked and a note is added to the verso of the override to explain the change. If the new numbering will not easily fit on the same override, a new override is made by the accessioner with the note added.

*A-39, letter added to nos. with this issue

Major changes. Major changes in designation are those which significantly alter or completely change the original numbering/date scheme.

Examples of major changes are:

Consecutive numbering is changed to volume and number designation

Numbering is dropped leaving date as only designation

Frequently a major change in designation signals another change in the serial (although this is not always the case). This may be a change in frequency or a change in the status of the serial itself, such as a merger with another title. In any case where a major change in designation is detected, the accessioner should refer the issue to the catalogers or S&VF Unit, as appropriate. Follow the procedures for a title or heading change.

KIBRIS

news bulletin

Published by the Public
Information Office,
Turkish Republic of
Northern Cyprus

No: 3

Vol: 3

1 February, 1984

TRNC DELEGATIONS FOR ANKARA

AN

The Turkish Republic of Cyprus Economic Delegation, led by the Minister of Economy, Salih Cosar, left for Ankara where it will have talks with the leaders of the economic help to North Cyprus. The delegation also includes the Minister of Economy, Mr. Fuat Veziroglu, and other government officials.

The Delegation will visit Ankara on February 1. It is reported that the visit will be fruitful.

The Council meeting in Nicosia will be held on the 10th of February. The Speaker of the Assembly, Mr. Mustafa Akinci, will be present.

DATE OF DEPARTURE										DATE OF RETURN									
NAME					NAME					NAME					NAME				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Kibris (North Cyprus) Kibris. 1981-
Kibris. (Public Information Office, Turkish Federated State of)

CURRENT ISSUES ONLY

verso of
overrider

* on page U.3, no 3, should be 7/4, no 3, Feb., 1984.

Turkish Republic
Mr. Rauf Denktaş
President of the
Greek and Turkish
the restoration of
the mutual trust.

the press reports
riot administration
to make new inter-
conflict. President
that the best policy
leadership could adopt
to end the injustice of
the Turkish Cypriot
separatism, fresh
American Congress
should be creating fric-

tion between the two neighbouring coun-

EXAMPLE 63: PUBLISHER'S ERROR IN NUMBERING

II.1C. FREQUENCY CHANGES

It is the responsibility of the accessionser to identify and process frequency changes. These changes should be identified at the time the issue is recorded in the serial record.

When a frequency change is identified the accessionser:

1. Determines whether issues with the new frequency may be recorded on the same override or a new one is necessary. (For guidance see the "Assignment of overrides by frequency" chart, Appendix A.1.)
2. Makes note of the change and any numbering changes by asterisking the issue recorded on the front of the override and adding a note to the verso:

*Jan.-Feb. 1983, No. 1, with this issue frequency changed from monthly to bimonthly.

Although frequency information is provided on the MARC record for the serial title, this information is not updated when a change occurs. There is no need to prepare a Card Out or forward the issue to the catalogers.

NOTE: Occasionally a periodical is issued with an annual summary or cumulation. This does not constitute a change in frequency, however, a separate entry is required for the annual. If the entry for the annual is not located in the serial record send to Search as a new title.

II.1D. OTHER CHANGES

1. Assignments and Office symbols

Assignments for a serial are found on the verso of the overrider. Current office symbols are used for each assignment. When the assignment changes (i.e., a new location is designated to receive the issue), the Editorial and Reference Unit is notified of the change and the serial record entry is updated by E&R to reflect this change. The accessioner notes the new designation and routes the serial to the new destination. The same procedure applies to routing changes. (See Example 64.)

Occasionally an LC office symbol is changed to reflect a change in the name of the office or division. When this occurs, it is not possible to make all the necessary changes to the serial record files. It is the responsibility of the accessioner to keep abreast of these changes and make the necessary office symbol changes to the records as they are encountered.

A current listing of LC office symbols is published annually in the LC Telephone Directory.

2. Retention Decisions

The Selection Officer is responsible for determining when a retention decision change is needed. If change is warranted, the Selection Officer notifies E&R of change and E&R processes the request. It is the responsibility of the accessioner to interpret the card correctly and process the serial according to the new selection decision.

DATE OR NUMBER				TP	DATE OR NUMBER				TP	DATE OR NUMBER				TP
VOL				SI	VOL				SI	VOL				SI
JAN	1				JAN					JAN				
FEB	2	3			FEB					FEB				
MAR	4	5			MAR					MAR				
APR	6	7			APR					APR				
MAY	8	9			MAY					MAY				
JUNE	10	11			JUNE					JUNE				
JULY	12				JULY					JULY				
AUG	13				AUG					AUG				
SEPT	14	15			SEPT					SEPT				
OCT	16	17			OCT					OCT				
NOV					NOV					NOV				
DEC					DEC					DEC				

SOURCE Purchase - 9004300 Copies 1-9 COMES 9

Card 3

SEND TO CHECKING SHEET

CALL NO. Z 671

Library Journal. (Bowker). New York. - 67

1-MER R. & Desk / E+G
2-SSRR / NRC / E+G
3-Head B. & CFE *GRR-TR/B/E+G
4-*L. & N / E+G
5-Asst Libn *AL/ND/E+G
6-Dir *ALM / E+G
7-Ent Pub cm+P/E+G
8-Publ / Ser
9-Proc Tech Off. / Ser Rec / E+G
* Copies 3-7 routings changed per EGM 3/12/84
LMB 3/29/84

EXAMPLE 64 : ROUTING CHANGE

II.2 SPECIAL PROBLEMS

II.2A. OTHER VOLUMES IN PROCESS (OVIP'S)

In general, this phrase is used to describe keep items that lack a call number. These items cannot be forwarded for labeling and shelving and receive special treatment. An OVIP slip is used to identify these serials.

OVIP's are divided into "Old OVIP's" and "New OVIP's"

Old OVIP's are those entries established prior to June 14, 1971 which have not been cataloged. When accessioning old OVIP's the entry is not indicated on the title page. (The cataloging date appears on the verso of the entry card) (See Example 65.)

New OVIP's are those cataloged after June 14, 1971. New OVIP's are accessioned according to normal procedures. (See Example 66.)

To process OVIP's:

1. Accession the piece.
 - a. Check in on the overrider.
 - b. Indicate entry on title page if New OVIP.
2. Complete OVIP slip.
 - a. Write first two letters of entry at top of slip.
 - b. Write in the day's date on line marked "Forwarding date."
 - c. Write below forwarding date: "Entry made (date from verso of entry card)"
3. Insert OVIP slip in piece and place on shelf designated for either Old or New OVIP's.



Ministère du Travail

Rapport annuel

pour l'année 1963/1964
Gouvernement du Québec

Québec Government
Annual Report
for the fiscal year 1963/1964

Department of Labour

See Subseries Card
for treatment of
subseries.

Can. Cat. Rev. 68
D. de 1968
An. 68

1968/69 sub 8-1 69

1968/69 sub 8-1/75

BINDING RECORD											
Volume	Page	Number	Page	Number	Page	Number	Page	Number	Page	Number	Page
60	70	71	81	91	101	111	121	131	141	151	161
62	72	82	92	102	112	122	132	142	152	162	172
64	74	84	94	104	114	124	134	144	154	164	174
66	76	86	96	106	116	126	136	146	156	166	176
68	78	88	98	108	118	128	138	148	158	168	178

21 Record on special order

report.
Québec (Province) Dept. of Labour. Rapport annuel. Annual

Qu
OTHER
VOLUMES
IN
PROCESS

8/1/75
(forwarding date)

Date entry
made
4/19/68

1. Title cataloged prior to 1971.
2. Indicate first two letters of serial record file entry on OVIP slip.
3. Supply date title was processed.

EXAMPLE 65: OLD OVIP

ANNUAL WATER-RESOURCES
WHITE SANDS MISSILE RANGE,
NEW MEXICO, 1982

U.S. GEOLOGICAL SURVEY
OPEN-FILE REPORT 83-695

**OTHER
VOLUMES
IN
PROCESS**

3-14-84

(forwarding date)

entry made
3-11-82

Cut.
Date
Age.

SPD	IN	OUT	TR	RR
67			78	89
68			79	90
69			80	91
70			81	92
71			82	93
72			83	94
73			84	95
74			85	96
75			86	97
76			87	98
77			88	99

[illegible]

Source: H. C. A. C. 1st set

Comes 2

**Steve
Bishop**

Keep sets

SEND TO Bind Label

CALL
NO.

Sands Missile Range. Albuquerque, N.M.
United States. (Annual water-resources review, White

II.2B. PURCHASE ORDERS

Purchase orders are filed in the serial record by the Maintenance Unit and indicate that a serial has been ordered but not yet received.

One of three procedures is used when a purchase order is encountered in the file. The first two apply to situations where the purchase copy has been received. The third explains the procedure for handling non-purchase copies.

1. Order slip is attached to blue card

This situation occurs when a title is ordered and no entry exists in the serial record. There are two copies of the order slip attached to the blue card.

To process:

- a. Indicate on both slips which issues have been received and date of receipt.
- b. Remove blue card with order slips attached.
- c. Insert blue card with one slip attached in publication and place in Search. Place other slip on designated shelf.

2. Order slips attached to serial record entry

When an entry already exists for copies received from another source, the order slips are attached to the existing record on a separate override.

- a. Pull slips and mark one as above. The other may be discarded.
- b. Set up a separate override for purchase copy. Be sure to record the order number at bottom from the order slip.
- c. Accession piece in hand.
- d. Place order slip on designated shelf.

3. Purchase order slip is found in file but copy received is non-purchase copy

If the piece received bears a stamp indicating a source other than purchase, the order slip should NOT be pulled. If there is an existing entry in the file, the piece is accessioned on the appropriate over-rider. If there is no existing entry, i.e. purchase order attached to blue card, the piece must be sent to Search.

II.2C. SUBSTITUTING COPIES TO FILL SETS

Normally a copy can be checked-in only on the source override corresponding to the stamp on the publication. For purchase materials this is always the case. The following procedure is not to be applied to purchase materials. If gift or other source copies are received and the necessary purchase copies have not been received bring to the attention of the unit supervisor so that a claim can be initiated.

When accessioning Bind/Label serials, copies received from E&G may be exchanged with Copyright copies, or vice versa, in order to fill needed sets.

To fill sets from other sources:

1. Accession the piece on the override assigned to the source for the set.
(Not the source of the issue.)
2. Asterisk (*) the designation. On verso of override make note: "34th, 1980 rec'd as Gift," etc.
3. If the copy is received which normally would have been treated as that set (i.e. the 2nd Copyright copy):
 - a. Treat as a duplicate; or
 - b. Use to fill an X-copy assignment if one is indicated on a non-purchase override.

For example, the decision on the serial record entry is "Keep 2 sets" with both sets indicated as Copyright. One Copyright copy has been received and is recorded on the override for set 1. A Gift copy is then received and is recorded as the 2nd set on the Copyright override. The entry is asterisked and a note is added to the verso of the override to indicate the actual source of the copy. There are no X-copies needed, thus, when the 2nd Copyright copy is received it is treated as a Duplicate.

II.2D. CHANGING 3x5 ENTRIES TO VISIBLE FILE ENTRIES

The transfer of 3x5 entries and their holdings to the visible file is an ongoing project. In general, all currently received serials with entries in the 3x5 file are transferred to the visible file. Three types of materials are excluded, however, from this procedure: Law, City directories, and discard entries.

When a periodical is located only in the 3x5:

1. Complete a visible file Card Out and file in the visible file. **DO NOT** make a 3x5 card out. Reason for removal: "transfer holdings to visible file."
2. Remove entire entry from 3x5 file.
3. Attach waste card with note, "Bring down to visible file."
4. Insert cards and note in serial, and place on designated shelf in Editorial and Reference Unit. **DO NOT** accession the issue.

II.2E. DUPLICATE ENTRIES

Occasionally two entries may be found in the serial record for the same title, and these may appear to be duplicates. This may be the case, or there may be a legitimate reason for both entries being in the file. If this situation occurs, examination by a cataloger or more experienced technician is warranted. When duplicate entries are suspected, follow the procedures as listed below.

To process:

1. Check the entries closely to ascertain whether these entries are possibly duplicates. Check the title, publisher, ISSN, LCN, when available, and all other data and notes on the entry card.
2. If they appear to be duplicates prepare two Card Outs. Write "Duplicate entries" as reason for withdrawal of entry from file.
3. Pull entries and replace with Cards Out. Give to reviser or place on designated shelf in E&R or S&VF. DO NOT ACCESSION.
4. If the reviser or unit supervisor determines that the entries are duplicates, these will be forwarded to the Editorial and Reference Unit (keep material) or S&VF Cataloging Unit (non-keep material) for further processing. (Note: If one of the entries has a keep decision both entries will be forwarded to E&R.)

II.2F. BOUND VOLUMES

Bound serials received by the accessioner are accessioned according to the Bind/Label procedures outlined in Part 1.

When the routing is Bind/Label (i.e., the title is an annual or other frequency for which there are no unbound issues), the piece is accessioned and sent to the shelves after labeling. No further action is necessary.

When periodicals are bound by LC they are recorded on the binding record by the Editorial and Reference Unit. A slip called a "binding quad" is used to notify E&R of the bound issue.

When a bound issue is received from an outside source (e.g., publisher, overseas office, etc.), the accessioner processes the piece according to Bind/Label procedures. The custodian is notified of the receipt of the bound volume so that unbound issues may be discarded. A notification card (67-23) is completed by the accessioner for this purpose. (See Example 67.)

To process bound volumes received from outside sources:

Keep decision on entry:

If needed for collection,

1. Accession piece according to Bind/Label procedures.
2. Complete notification card and place in designated box.

Non-keep decision on entry:

1. If decision is Discard or CIO discard the piece.
2. If decision is RBB (Review before bind):
 - a. Pull entry and replace with a completed Card Out. Reason for withdrawal: "Withdrawn for reselection."
 - b. Complete reselection slip and the notification card Insert in piece with entry and forward to Selection Officer.
 - c. DO NOT accession the piece.

LIBRARY OF CONGRESS
SERIAL RECORD DIVISION

To: Serial & Government Publications Div.
~~European Division~~

The following publication has been received in publisher's
binding and has been sent directly to the shelves as the
_____ set.

Title Disciple

Vol. and date V. 10, 1982
Source gift ☐ Collated and complete
Date 5/2/84 Initials Ky
Class No. BX 7301
D48

67-23 (rev 2/79)

LIBRARY OF CONGRESS
SERIAL RECORD DIVISION

To: Serial & Government Publications Div.
~~European Division~~

The following publication has been received in publisher's
binding and has been sent directly to the shelves as the
2 sets

Title EHP, Environmental health perspectives,

Vol. and date V. 1-4, Apr. 1972 - June 1973
Source gift ☐ Collated and complete
Date 4/30/84 Initials ABR
Class No. RA565
-A1E13

67-23 (rev 2/79)

EXAMPLE 67 : PUBLISHER'S BIND NOTIFICATION CARDS

II.3 SPECIAL TYPES OF MATERIALS

II.3A. LIBRARY OF CONGRESS PUBLICATIONS

1. Background.

Library of Congress publications are unique because they are collected, or classified, in more than one place. Some copies are classed by subject, and others are collected in a special Z663 class.

Since Aug. 1980 it has been LC policy to retain five copies of all LC publications. They are treated as follows:

Regular

Copy	Set	Classification	Assignment
1-2	1st-2nd	Call number	shelf via Bind/Label
3	1st	Z663	Shelf via Bind/Label
4	2nd	Z663	Rare Bk
5	3rd	Z663	MRR Alc via Bind/Label

Prior to Aug 1980 six copies of all LC publications were retained for the general collections. This information is reflected on entries which were prepared before 1980. Today, copy and set assignments remain virtually the same but copy 4 is no longer assigned. Copies are designated as follows:

Copy	Set	Classification	Assignment
1-2	1st-2nd	Call number	shelf via Bind/Label
3	1st	Z663	shelf via Bind/Label
4	Not filled		
5	3rd	Z663	Rare Bk
6	4th	Z663	MRR Alc via Bind/Label

NOTE: The call numbers and set designations are indicated on a binding record which accompanies the entry.

Operational

In addition to the above publications, certain operational documents are also collected for the LC collection. These include manuals, instructions, etc. used for internal processing. Two copies of operational documents are retained and treated as follows:

Copy	Set	Classification	Assignment
1	1st	By subject	shelf via Bind/Label
2	1st	Z663	Rare bk

2. Accessioning.

When accessioning LC publications destined for Bind/Label, the accessioner pays special attention to the assignment of sets and call numbers. (Note: Special instructions for Rare Books must be followed when accessioning the copy with that assignment.)

a. Marking the stamp.

- 1) Assign consecutive copy numbers according to the number indicated on the override.
- 2) If X-copies are also assigned add "X-" before the copy number in the stamp.

b. Call number.

- 1) Supply the call number as indicated for each copy.
- 2) Add the appropriate issue designation.
- 3) Assign the set designation, beginning with the 1st, for each different call number. Remember, the "1st set" is not written in the call number, but assumed.
- 4) Add the appropriate assignment symbol.
- 5) Be sure to follow the special Rare Book instructions for copy 4 or 5, as indicated on the override.

The following examples show the designation of copy number, set number, and call number for LC publications, showing the 5 and 6 copy patterns.

EXAMPLE OF 5 COPY PATTERN

Title: Newspapers in microform.

Copies received: 6

Sets kept: 5

Issue being recorded: 1983

Copy (as written in stamp)	Set (as indicated in call no.)	Assignments and/ or Routing	Call number
1	1st (not written)	Bind/Label	Z6945 .U515a 1983
2	2nd	Bind/Label	Z6945 .U515a 1983 2d set
3	1st (not written)	Bind/Label	Z663 .733 .N47 1983
4	2nd	Rare Bk	Z663 .733 .N47 1983 2d set Rare Bk
5	3rd	MRR Alc via Bind/ Label	Z663 .733 .N47 1983 3rd set MRR Alc
X-6	X-copy	MRR Ref Desk via Bind/ Label	Z663 .733 .N47 1983 X-copy MRR Ref Desk

EXAMPLE OF 6 COPY PATTERN

Title: Newspapers received currently in the Library of Congress.

Copies received: 5

Sets kept: 5

Issue to be recorded: 1983

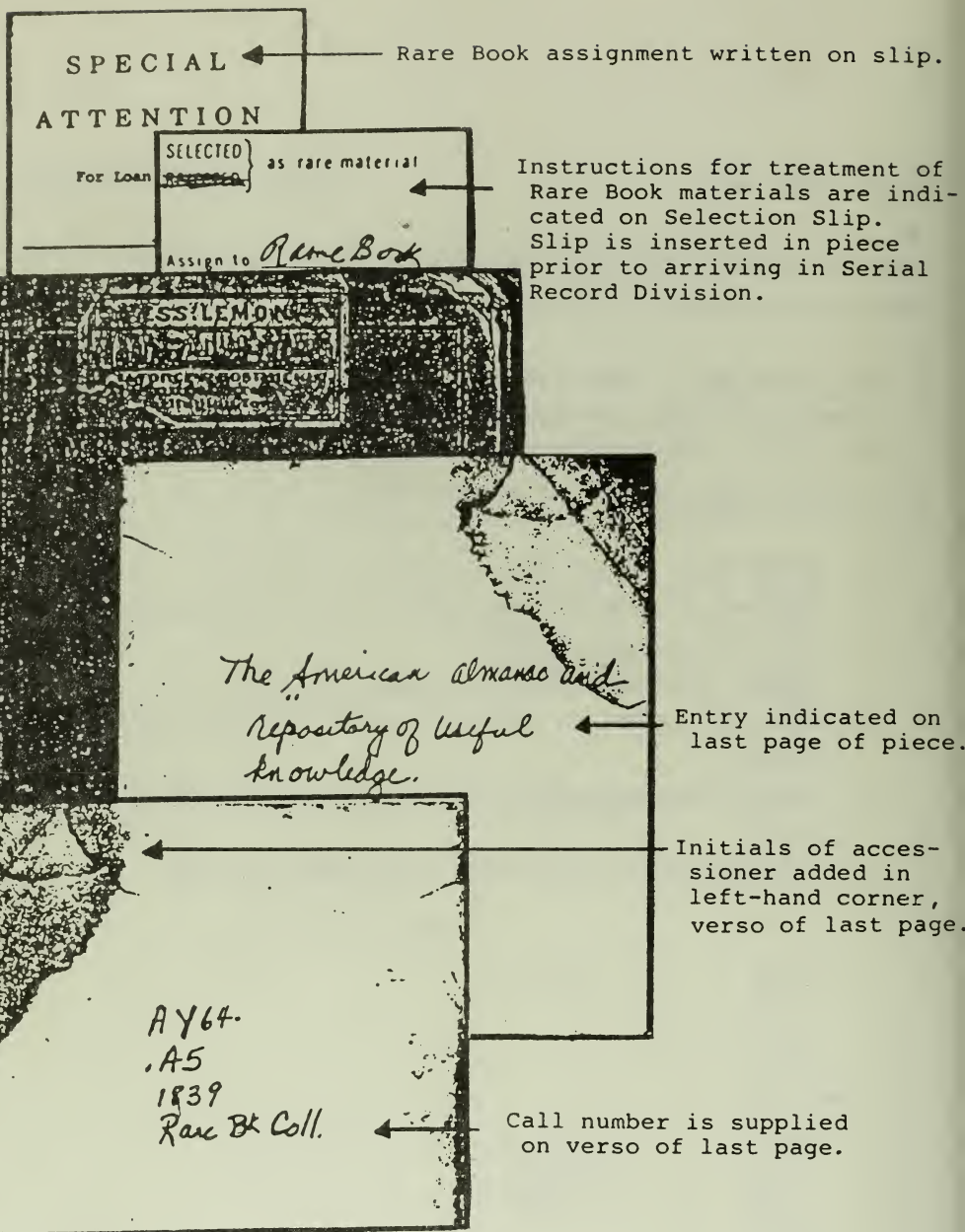
Copy (as written in stamp	Set (as indicated in call number	Assignments and/ or routing	Call number
1	1st (not written)	Bind/Label	Z6945 .U5N42 1983
2	2nd	Bind/Label	Z6945 .U5N42 1983 2d set
3	1st	Bind/Label	Z663 .44 .A42 1983
4	No longer filled		
5	3rd	Rare Bk	Z663 .44 .A42 1983 3rd set Rare Bk
6	4th	MRR Alc via Bind/ Label	Z663 .44 .A42 1983 4th set MRR Alc

II.3B. RARE BOOKS

Three assignments are used for Rare Book materials:

Rare Book Ref., Rare Bk, and Rare Bk. Coll.

1. Rare Book Ref. This indicates that the publication is processed according to normal accessioning procedures in Part I.
2. Rare Bk or Rare Bk Coll (See Example 68.)
 - a. DO NOT stamp.
 - b. Write entry on top of last page in serial that does not contain any printed or pictorial matter.
 - c. Indicate diacritical marks (..) under the title.
 - d. Write call number on verso of page on which the title has been written.
 - e. Insert a special attention slip with reference assignment written on it.
 - f. Give directly to Unit Supervisor for special handling.



EXAMPLE 68 : RARE BOOK MATERIAL

II.3C. MATERIALS NOT USUALLY RECORDED IN THE SERIAL RECORD

Certain publications are not recorded in the serial record due to their complexity, lack of value, or various other reasons. Many of these publications are received in Serial Record Division and must be recognized and handled appropriately. The following categories include some publications which must be searched and processed, some which are routed to other divisions, and others which are discarded upon receipt. Careful attention should be paid to the instructions for each type of material.

1. Newspapers

A newspaper is a serial publication which is mainly designed to be a primary source of written information on current events connected with public affairs, either local, national and/or international in scope. It primarily contains a broad range of news, and is not limited to any specific subject matter. A newspaper is usually printed on newsprint, and is issued daily or at other short intervals. (Note: Periodicals and other types of serials which are not newspapers may also be issued on newsprint.)

Although a few serial record entries exist for newspapers, they are not processed in the Serial Record Division. All processing of newspapers is done by the custodial divisions housing the newspapers (i.e., Serial Division and European Division.)

A 3x5 title file of newspapers, located above the D section of the visible file, lists titles divided by English and foreign languages. Also available for reference is the publication, Newspapers received currently in the Library of Congress.

To process publications which appear to be newspapers:

- a. Search the serial.
 - 1) If found process as instructed.
 - 2) If not found, search the newspaper file.
- b. If found in newspaper file send to proper custodial division.
- c. If not found, send to Search.

2. Loose-leaf and other updated materials

A loose-leaf publication is one intended to be updated by revisions or change sheets. In general, these publications are hole punched for a ring binder. (See Examples 69-72.)

Loose-leaf publications fall into one of two categories. The first is the basic volume into which updates are added. The second is the update.

The only time a loose-leaf is treated as a serial is when a basic volume is issued on a regular basis, such as annual with updates. In this case the basic volume is recorded in the serial record. The updates are sent unchecked to the custodial division which houses the basic volume, according to instructions on the entry.

To process loose-leaf materials:

Basic volume

1. Search for an entry in the file. If found, accession as instructed.
2. If not found:
 - a. If publication appears to be a serial send to Search.
 - b. If publication appears to be a monograph (e.g., no date or numbering appears on piece), place on appropriate monographic shelf.

Updates

1. Legal updates are not searched in the serial record. Upon receipt they are sent directly to Law Library. These include the following types of publication:
 - advance sheets
 - supplements
 - pocket parts
 - Shepard's Reporter citations
 - Commerce Clearing House loose-leaf materials

2. Non-legal updates are searched in the file. If found, process as directed.
3. If not found place on the Discard shelf.

NORTH WESTERN

TX 1-375-075

Vol 71

MAY, 1984

No. 3

SHEPARD'S IDAHO CITATIONS

ISSN 0730-5891

IN THIS

IDAHO CASES REPORT
TO THE UNITED STATES
CODES, LAWS, CHARTwhich include affirmance
amendments, repeals, et

IDAHO REPORTS
PACIFIC REPORTER (S)
UNITED STATES SUPRE
REPORTS
LAWYERS' EDITION, U
SUPREME COURT R
FEDERAL RULES DEC
FEDERAL CASES
FEDERAL REPORTER
FEDERAL SUPPLEMEN
BANKRUPTCY REPOR
IDAHO LAW REVIEW
CALIFORNIA LAW RE
COLUMBIA LAW REVI
CORNELL LAW REVI
GEORGETOWN LAW J
HARVARD LAW REVI
LAW AND CONTEMPO

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Appellate Reports andS
Publ

DELAWARE

TAX REPORTS

SEP 11 1984

COPY

COPYRIGHT-DELAWARE

THE CORPORATION TAX REPORTS, STATE & LOCAL, NEW EDITION NO. 38, 888

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NUMBER 376 AUGUST 13, 1984

Non-U. S. Corporations May File for Transfer of Domicile to Delaware

Non-U. S. corporations may file for temporary transfer of domicile because of emergency conditions (including war, revolution and invasion) in the jurisdiction of corporate domicile. The corporation must submit various certificates to the Secretary of State for review at least 30 days prior to the proposed transfer, with a fee of \$10,000. If accepted, the corporation may exercise all the powers it had under the laws of the prior host government when it moves to Delaware.

On or before March 1 of each year, prior to transfer of its domicile, during any transfer or if a corporation wishes to continue to be subject to a transfer of domicile after its domicile ceases to be in Delaware, a certificate must be filed with a fee of \$2,500.

Non-U. S. corporations may become domesticated by filing certificates of domestication and incorporation, accompanied by a \$100 filing fee, with the Secretary of State. Ch. 321.

¶ 184-001

Hawaii Liquor Tax Exemptions for Local Beverages Invalid

Hawaii's 20% excise tax on wholesale sales of liquor violated the Commerce Clause of the U. S. Constitution by exempting from the tax a locally produced brandy and fruit wine. The exemptions were invalid because they had the purpose and effect of providing a direct commercial advantage for these local products while discriminating against competing, although different, liquor products produced outside the state. Since there was some competition between the exempt locally produced liquor and the taxable beverages made outside the state, there was a discriminatory effect on interstate commerce. The tax exemptions could not be justified by the Twenty-first Amendment to the U. S. Constitution because Hawaii's liquor tax was designed to promote local

COMMERCE CLEARING HOUSE, INC.

PUBLISHERS OF TOPICAL LAW REPORTS

4025 W. PETERSON AVE., CHICAGO, ILLINOIS 60646

ADVANCE SHEET Pages 179-186

THE Dauphin County Reporter

(USPS 810-200)

A WEEKLY JOURNAL
CONTAINING THE DECISIONS RENDERED IN THE
12th JUDICIAL DISTRICT

No. 4420, Vol. 105

August 24, 1984

No. 17

Entered as 2nd Class Matter, Feb. 16, 1898, at the Post Office at Harrisburg, Pa.,
under the Act of Congress of March 3, 1879.

DAUPHIN COUNTY COURT

Commonwealth v. Enoch 179
Dressler v. Ceco Joist Corp., et al. v. Steel Erectors Inc. 183
Bar Association Page Inside Back Cover

IRA • KEOGH & SIMPLIFIED EMPLOYEE PENSION
PLAN SPECIALISTS • PIONEER INTEREST CHECKING
• INSURED MONEY MARKET DEPOSIT ACCOUNTS •
SUPER NOW ACCOUNTS • CERTIFICATES OF
DEPOSIT • 89-DAY REPURCHASE AGREEMENTS •
MONEY MARKET CERTIFICATES • CHRISTMAS
CLUBS • VACATION SAVINGS • PASSBOOK SAVINGS
• DIRECT DEPOSIT ACCOUNTS • STATEMENT
SAVINGS • TRANSMATIC ACCOUNTS • MONTHLY
INCOME ACCOUNTS • CONSUMER LOANS •
MORTGAGE LOANS • HOME IMPROVEMENT
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May 1984

Interim Annotation Service

MINNESOTA STATUTES ANNOTATED

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and
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THE ILLINOIS BUSINESS CORPORATION ACT

ANNOTATED

WITH FORMS

THIRD EDITION

1984 Pocket Part

BY

THE CORPORATION LAW COMMITTEE
OF
THE CHICAGO BAR ASSOCIATION

Volume 1

Replacing prior Pocket Part in back of Volume

ST. PAUL, MINN.
WEST PUBLISHING CO.

1984

1 Ill Bus Corp Act 3rd Ed 1
1984 P P

EXAMPLE 71 : LEGAL LOOSE-LEAF: Pocket Parts

1984 CASE SUPPLEMENT
to
LEGAL REG
OF TH
COMPETITIVE

*Cases, Materials
on
Unfair Business Prac.
Copyrights an*

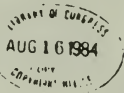
SECOND E

By

EDMUND W
Professor of Law, Univ

HARVEY S. I
Dean, University

Mineola, N
THE FOUNDATION
1984



Florida
CRIMINAL LAW
and
PROCEDURE
Annotated

FIFTH EDITION

J. C. Adkins, Jr.

**1983 SUPPLEMENT
FOR USE IN 1984**

By
The Editorial Staff of
The Publisher

Insert in pocket
in back of volume



EXAMPLE 72 : LEGAL-LOOSE-LEAF: Supplements

3. Ephemera

Ephemeral materials are those of little or no value to LC which are normally discarded upon receipt. Only materials bearing Copyright or E&G stamps may be treated as ephemera. (Dubious materials received bearing an Order Division stamp may be returned to Order Division for questioning, but should never be discarded upon receipt.)

The following materials are to be treated as ephemera and should be placed unmarked on the DISC/DUPL shelf:

- Advertisements, promotional publications, and flyers
- Bible study guides
- Conference announcements
- Crossword puzzle books
- Forms
- Individual loose-leaf updates which cannot be identified
- Non-substantial items which do not bear title and/or serial designation
- Press releases
- Price lists (i.e., not catalogs)
- Reprints of single journal articles

NOTE: Materials received from Copyright which bear a red "X" or a "D" are also discarded upon receipt in the same manner as ephemera. (See Example 73.)

All other materials of dubious value which do not fall into one of the categories above should be searched in the serial record and processed according to normal procedures.

4. Comic Books

All comic books are sent unchecked to Chief, Serial Division.

1-315-465

CODEN: CSNEZ (6) 1-11 (1984)
ISSN: 0740-0431

ISSUE 4
MARCH 19, 1984

CA SELECTS

11 1-341-096



1984

OHIO PROBATE CODE

ANNOTATED

Including the Fiduciary Law,
Ohio Estate Tax, and Federal
and Ohio Estate Tax Tables

Complete to March 1, 1984

Banks-Baldwin Law Publishing Company

NOTE: Copyright materials bearing an "X" or "D"
are discarded.

EXAMPLE 73 : COPYRIGHT DISCARD MATERIALS

5. College and University Catalogs

This category includes publications listing course curricula, usually for the academic year. Some catalogs cover the entire school; others apply to a specific department, graduate school, etc. This category does not include administrative publications of colleges, nor publications issued by them, such as literary reviews.

The serial record entry for the publication is usually standardized. The entry consists of the name of the institution plus the title 'catalog' with cross references from the actual title when different. This applies to both US and foreign catalogs. (See Example 74.)

Marietta College. Catalog
Bern. Universitat. Catalog

US

Prior to 1975, U.S. college and university catalogs received by LC were treated as keep material, or as non-keep items. Since 1975 the Library has been receiving the microfiche publication of US college and university catalogs published by the National Microfilm Library. This publication eliminated retention of all hard copy editions of these catalogs, with the exception of local schools. Most of the entries in the file bear the note, "Add no more after 1975--retained on microfiche."

The Social Science Reading Room maintains a hard copy collection for the local institutions listed below. All catalogs from these schools, including graduate schools, are to be sent unchecked to Social Science Reading Room. SSRR will discard extra copies.

LOCAL SCHOOLS

American University	Shepherd College
Bowie State College	Southeastern University
Catholic University of America	Towson State University
Charles County Community College	University of Baltimore
Gallaudet College	University of Maryland
George Mason University	University of District of Columbia
George Washington University	University of Virginia (Falls
Georgetown University	Church Regional Center)
Graduate School (USDA)	Virginia Tech (Northern Virginia
Howard University	Graduate Center)
Marymont College of Virginia	Weekend College of Notre Dame
Northern Virginia Community College	

Pre-1976 catalogs. Older catalogs received for academic years preceding 1976 must be searched in the serial record. After locating the entry accession the piece when it is a keep entry and the issue is needed to fill a gap in the collection.

If the entry is non-keep, treat as a Discard.

If the entry is keep but the issue is not needed to fill a gap, treat as a Duplicate.

Current catalogs. Current US catalogs (all those issued after 1976) should not be searched or accessioned. The local catalogs in the list above will be sent unchecked to Social Science Reading Room. All others should be treated as Discards. If a local catalog (one from a college in VA, MD, or DC) is received, which is not on this list, it should be sent to Search and an entry will be prepared for the file giving the proper routing.

Foreign

Foreign college and university catalogs may be more difficult to identify due to the different languages. As mentioned above, all entries will bear the title "Catalog" regardless of what appears on the piece. All foreign catalogs are to be searched and accessioned according to normal procedures. If no entry is located, send to Search.

Caldwell Community College & Technical Institute

67-6 (REV 11/54)

1980-81

1981-82

1982-83

1983-84

decision also covers the supplementary catalog GHC 8-29-77

1970-72 discarded.

SEND
TO

Discard

Keep

sets

CALL
NO

Catalog. Hudson, N. C.
Caldwell Community College and Technical Institute.

1983-84

EXAMPLE 74 : COLLEGE CATALOG

6. Directories

a. U.S. and foreign telephone directories

In general, U.S. or foreign telephone directories issued by a phone company are sent unchecked to the Main Reading Room via the Collections Management Division shelf. This includes only telephone directories issued by phone companies. These directories are retained on a temporary basis and do not become part of the general collections. (See Examples 75 and 76.)

NOTE: Purchase-6 directories are searched and processed according to normal processing routines.

b. Agency and organization telephone directories

Telephone directories for state/government agencies or organizations are searched in the serial record and processed when an entry is located. If not found, send to Search. (See Example 77.)

c. High school/prep school directories

All directories in this category are discarded upon receipt. Mark "DISC" in stamp and place on DISC/DUPL shelf.

d. Criss-cross directories

These are sent directly to Main Reading Room Alcove via Collections Management Division. (See Example 78.)

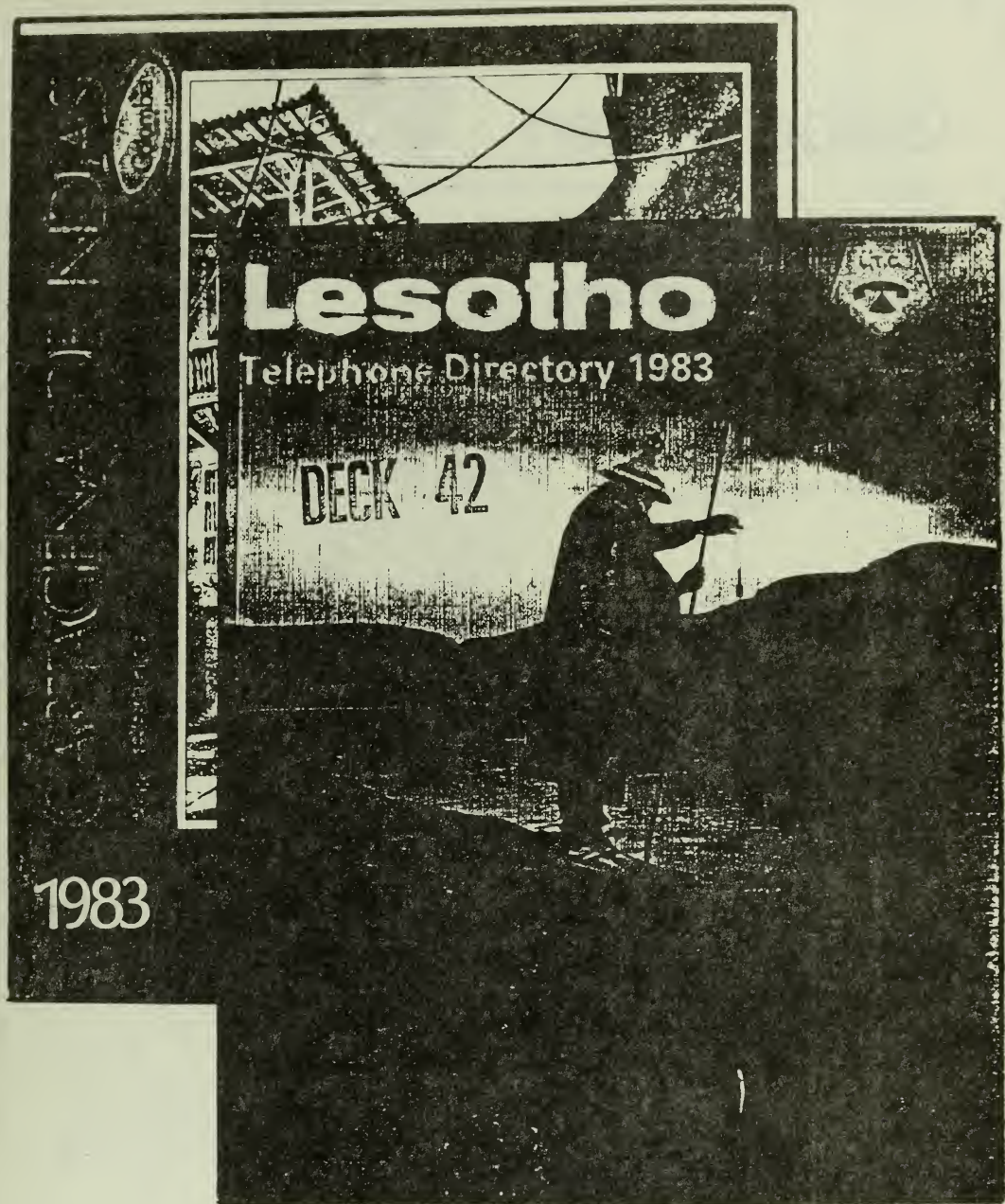
e. Other directories

Other directories are searched and accessioned according to normal procedures. These include:

City/Street address directories (See Example 79.)

Social registers or directories (See Example 80.)

Business directories (See Example 78.)



EXAMPLE 75 : FOREIGN TELEPHONE DIRECTORIES

Gelbe Seiten 63

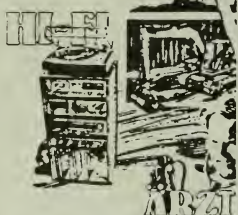
Branchen-
Fernsprechbuch
zum amtlichen
Fernsprechbuch 63
der Deutschen
Bundespost



Ausgabe 1983/84

Wo bekomme

BA



63

Branchen-
Fernsprechbuch
1980/81

zum amtlichen Fernsprechbuch 63



Bereiche
Kleve
Wesel



DECK 12

Rufnummern für:

Notruf

Feuerwehr

Kleve

Geldern

Wesel

Moers

andere Ortsnetze
bitte selbst eintragen

110

110

110

110

112

112

112

112

Die Rufnummern der Fernsprechsonderliste finden Sie auf Seite 1 des amtlichen Fernsprechbuchs

Reinschaun

★ Auf Traumstral

For Reference

Not to be taken from this room

Speisekarte
auf gut Deutsch

Schau in die Gelben Seiten

Was in Flensburg Punkte kostet

Durch die
Blume gesagt

Schau in die Gelben Seiten

Einkaufstips für Europatrips

rdin:

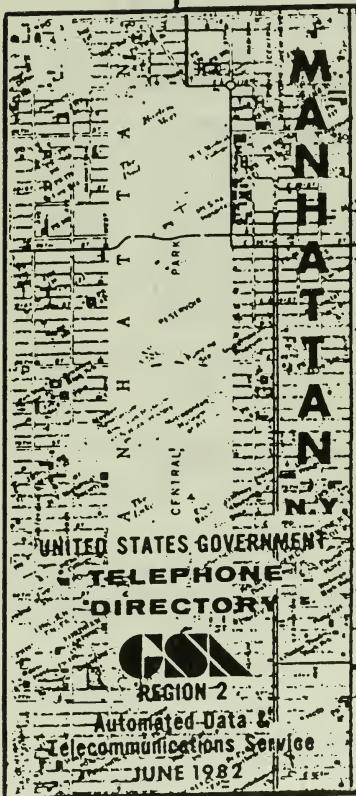
sen ★



3 FEB 1983

DEPARTMENT OF
HEALTH AND HUMAN SERVICES
200 Independence Avenue, S.W.
Washington, D.C. 20201

Phone 655-4000



Directory



FALL 1982

EXAMPLE 77 : AGENCY TELEPHONE DIRECTORIES

Haines
1984

**NORTHERN
KENTUCKY**



DIRECTORY
ADDRESSKEY and

No. 185946 13



OHIO

**COSHOCTON COUNTY
FARM and BUSINESS
DIRECTORY
1954**

County Information
Buyers Guide Road Guide
Alphabetical Listings
Classified Business Listings
Keyed County Map

*A Unique and Complete Guide
To The County's Rural Sections*

This book includes individual listings of residents in all strictly rural areas of the county but does not cover cities and nearby city population, subdivisions, resort areas or communities with more than twenty-five residences.

Copyright 1954

by

RURAL DIRECTORIES, INC.

327 SIXTEENTH STREET

TOLEDO 2, OHIO

PHONE FA 4732

ALL RIGHTS RESERVED

EXAMPLE 78 : CRISS CROSS AND BUSINESS DIRECTORY

Price & Lee's
FITCHBURG
(WORCESTER COUNTY, MA.)
CITY DIRECTORY

197



BUYERS' GUIDE
COMPLETE GUIDE
BUSINESS DIRECTORY



ALPHABETICAL
OF BUSINESS
AND PRIVATE



COMPLETE
AVENUE GUIDE
HOUSEHOLDERS
OCCUPANTS
BUILDINGS AND
BUSINESS PLACES
TELEPHONE NUMBERS
AND ZIP CODES



TELEPHONE
DIRECTORY

PLUS
USEFUL AND
INFORMATION
CITY

SOLD BY SUBSCRIPTION

COPYRIGHT 1977 THE PRICE & LEE CO.



Best Directory
of Year



the price

770 Orange Street
New Haven, Conn.
Phone 303-624-9111

A Member
of the
R.L. Polk & Co.

1981
COSHOCTON
(COSHOCTON COUNTY, OHIO)
CITY DIRECTORY

Including
COSHOCTON COUNTY
RURAL ROUTE DIRECTORY

Your New City Directory
contains **4**
major directories
in one volume

1 Buyers' Guide
and Classified
Business
Directory

2 Alphabetical
Directory

3 Street Directory
of Householders
and Businesses

4 Numerical
Telephone
Directory

AREA CODE 614

PRICE \$65.00

A Library Of
Our Of Town
City Directories
Available At
Chamber of Commerce

R. L. POLK & CO.
PUBLISHERS

6400 Monroe Boulevard, Box 300 • Taylor, Mich. 48180
Tel. (313) 292-3200



LY 1-245-092

Los Angeles Blue Book

• ESTABLISHED 1917 •

1984 SOCIETY REGISTER
OF SOUTHERN CALIFORNIA

• REGISTERED •

NAMES • ADDRESSES • TELEPHONE NUMBERS

MRS. WILLIAM HORD RICHARDSON
EDITOR • PUBLISHER

The Social List of Washington, D. C.

*The Green Book**

and Social Precedence in Washington

1983 Edition

Published by

Jean Shaw Murray

Editor

Virginia F. Depew

3950 Knowles Avenue, Suite 302 • Kensington, Md. 20895

Telephone 949-7544

*Helen Ray Hagner
Founder and Publisher
1930-1942*

*Carolyn Hagner Shaw
Publisher
1943-1977*

II.3D. BILINGUAL SERIALS

Bilingual serials are those which have text in more than one language and, one of the languages is a non-roman alphabet language not handled by Serial Record Division. (ee Example 81.) These include: Chinese, Japanese, Korean, and South Asian languages which are the responsibility of the Asian Division, and Arabic and Persian which are housed in the African and Middle Eastern Division.

Publications exclusively in one of the above languages are not handled by Serial Record Division. If received they are immediately forwarded to the appropriate division for processing.

To process a serial which appears to be bilingual:

1. Send the serial unchecked to the appropriate division (i.e., Asian or AFR/ME) without searching in the serial record.
 - a. Publications which are recorded in these divisions will not be returned to Serial Record Division.
 - b. Those considered to be bilingual by the custodial division are returned to Serial Record Division for accessioning. These will be returned bearing a "Bilingual slip."
2. When a serial is received bearing the "Bilingual slip":
 - a. Search the entry in the file. If found, accession according to normal procedures.
 - b. If not found, send to Search.

**BILINGUAL
SERIAL**

ISSN 0425-4929

**ÉTUDES
DE
LANGUE ET LITTÉRATURE
FRANÇAISES**



フランス語フランス文学研究

N° 43

日本フランス語フランス文学会

Société Japonaise
de
Langue et Littérature Françaises

EXAMPLE 81 : BILINGUAL SERIAL

II.3E. PORNOGRAPHIC MATERIALS

Processing of pornographic serials is handled exclusively by the Search and Visible File Cataloging Unit. (In most cases these publications will be routed directly to that unit.)

Note: Pornographic serials received by accessioners must be sent to the S&VF Unit for processing.

Pornographic serials are accessioned according to normal procedures. When processing is complete they are forwarded in an envelope to the Serial Division by the Unit Supervisor.

II.3F. CUMULATIVE INDEXES

Cumulative indexes cover a span of years, or volumes (e.g., a five-year (quiquennial) index).

The cataloging record bears a note (Field 555 on the OCLC record) which tells the patron which cumulative indexes have been issued. This note must be updated each time a new index is acquired for the first time. This is only necessary on those entries represented by a MARC record (green entry card or yellow with green slash).

Cumulative indexes are accessioned on the entry for the serial they index. A separate override is used.

To process:

1. If record is not green or yellow with green slash:
 - a. Add the cumulative index to the appropriate override. **Note:** A separate override should be used to record these indexes. DO NOT record on the back of the override.
 - b. Follow normal Bind/Label procedures.
2. If record is green or yellow with green slash:
 - a. Prepare a Card Out for copy 1. Supply as reason for entry removal: "Sent to cataloger to add index."
 - b. Pull entry and forward serial and entry to the Cataloging Sections.
 - c. For 2nd or later copies process as appropriate following normal procedures.

MOTOR VEHICLE REPORTS

1983 CUMULATIVE INDEX

MOTOR VEHICLE REPORTS

CUMULATIVE INDEX
Volumes 1-18

EDITORIAL BOARD

MURRAY D. SEGAL, B.A., B.C.L., LL.B., is counsel, Crown Law Office - Criminal with the Ministry of the Attorney General for the Province of Ontario

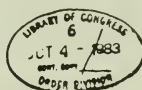
JOHN C. PEARSON, B.A., LL.B., is counsel, Crown Law Office - Criminal with the Ministry of the Attorney General for the Province of Ontario.

B.A., B.C.L., LL.B.

EDITOR

B.A., LL.B.

MG EDITOR



KE 2112
.A45 M67
Cum. Index
V 1-18 1983

Cumulative Index Only
V. 1-18, 1983, 1v. uncl. 4/12/84

CPD 4446 0 - 313-118

1979, 1v. pld 512-130	1982, 1v. pld 514-27	23
1979, 1v. pld 512-130	1982, 1v. pld 514-27	24
1979, 1v. pld 512-130	1982, 1v. pld 514-27	25
1979, 1v. pld 512-130	1982, 1v. pld 514-27	26
1979, 1v. pld 512-130	1982, 1v. pld 514-27	27
1979, 1v. pld 512-130	1982, 1v. pld 514-27	28
1979, 1v. pld 512-130	1982, 1v. pld 514-27	29
1979, 1v. pld 512-130	1982, 1v. pld 514-27	30
1979, 1v. pld 512-130	1982, 1v. pld 514-27	31
1979, 1v. pld 512-130	1982, 1v. pld 514-27	32
1979, 1v. pld 512-130	1982, 1v. pld 514-27	33

Volume	Start	End	Volume	Start	End	Volume	Start	End
Add Cumulative Index to Separate Overrider								

9041819 1A7 1

V. 1; 1979 Motor vehicle reports. (Carswell Co.) Toronto.

SEND TO *Bind/Label* KE 2112 .A45 M67

CALL NO.

NOTE: Separate overrider is used to record the receipt of a cumulative index.

EXAMPLE 82 : CUMULATIVE INDEX (volume span)

LC 67-48 (9/74)	<i>Cumulative Index</i>	GPO : 1975 O-571-293
<u>1st SET</u>	<u>2d SET</u>	
1960-65; 1v copied 11/30/82	1960-65; 1v copied 11/31/83	
1976-1980, 1v. ptd 2/13/84		
1974	SEE VERS. OF CHECKING SHEET	Keep <u>3</u> sets
Richmond. Assembly of the Commonwealth of Virginia. Virginia. Laws, statutes, etc. Acts of the General	SEND NO. OF CHECKING SHEET	CALL NO. <u>XFV 1445</u> <u>A213</u>

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II.3G. SERIES

A series is a group of publications which bear a collective title as well as individual titles for each piece.

In Example 84 'Farm people's health insurance coverage' is an individual title in the series 'Rural development research report.' It is number 39 in the series.

Individual titles within a series can be monographs or serials. Usually the presence of personal authors indicates a monographic title. (See Example 84.) A number or date designation appearing with the title is a good indication, however, that the title is a serial.

Example 85 'Fact book of U.S. Agriculture' is a serial title in the series 'Miscellaneous publication.' The date designation '1984' indicates that it is probably an annual publication.

An individual title within a series may also be a series. In this case the larger series is called the main series and the series within it is called the subseries. (**Note:** a serial within a series, while not a true series itself, is also called a subseries.)

In Example 86, 'Department and Foreign Service series 206' is a series within the larger or main series, 'Department of State publication 9151.'



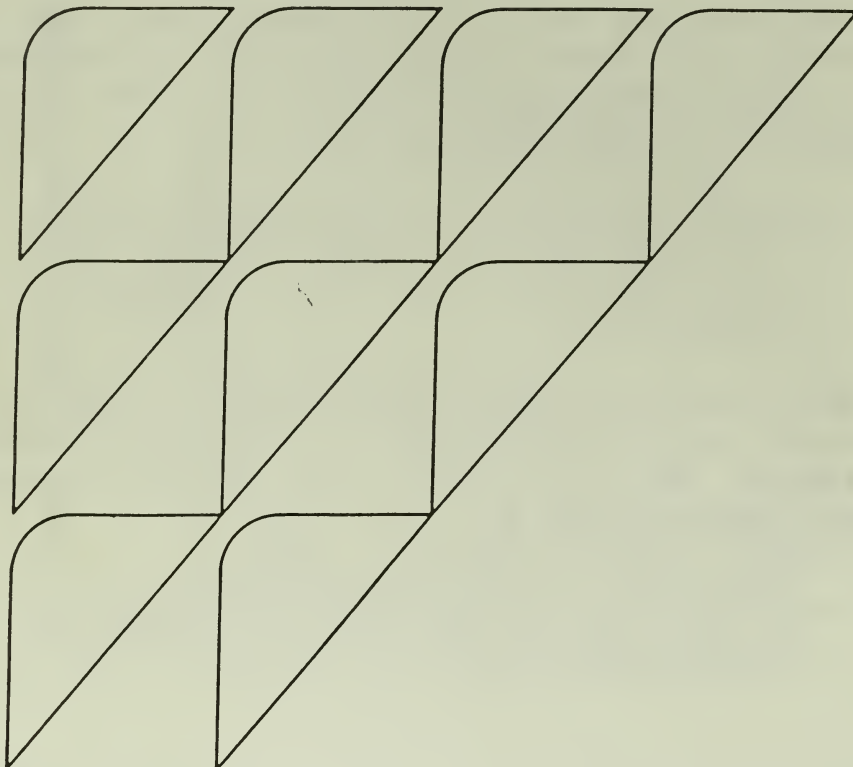
United States
Department of
Agriculture

Economic
Research
Service

Rural Development
Research Report
Number 39

Farm People's Health Insurance Coverage

Helen H. Jensen



EXAMPLE 84 : MONOGRAPH IN A SERIES

LIBRARY OF CONGRESS
4
JAN 25 1964
GIFT

United States
Department of
Agriculture

NOTE: The date of the serial, 1984, is recorded on the left.
The number of the series, 1063, is recorded on the right.

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January 1984

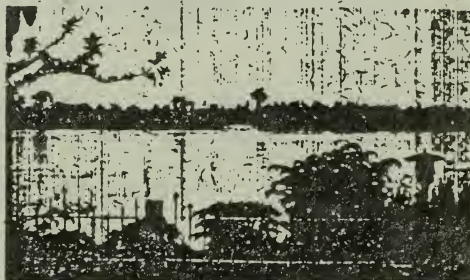
Laos

Post Report

Cover: Wat Phnom in Vientiane.

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- 1 The Host Country
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- 12 Recommended Reading
- 12 Local Holidays



Looking across the Mekong River in Thailand from the American Club terrace at night.

Preface

Although Laos is an ancient country, it has only been the Lao People's Democratic Republic since 1975. In the 17th and 18th centuries, it was the Kingdom of Lane Xang, the land of a million elephants. For much of the 19th century the country was under Thai suzerainty and split into three parts: Luang Prabang, Vientiane, and Champasak. In 1893, France established a protectorate over Laos east of the Mekong River; the area west of the Mekong River became part of Thailand.

After World War II, Laos once again emerged as an independent nation, but was caught up in a struggle which dominated Indochina from 1945 to 1975. On

December 2, 1975, a group led by the Communist Lao People's Revolutionary Party abolished the Kingdom of Laos and established the Lao People's Democratic Republic.

Laos is a nation of great ethnic, linguistic, and geographical diversity. Because of its strategic location, Laos receives a large amount of needed interest and assistance from other nations. Currently, Laos is the only one of Indochina's three Communist countries in which the U.S. maintains a diplomatic mission. Americans assigned to Embassy Vientiane can expect a stimulating and interesting, yet confining, tour of duty.

Main series
Subseries

DEPARTMENT OF STATE PUBLICATION 9151
Department and Foreign Service Series 206
Foreign Affairs Information Management Center
Publishing Services Division

Revised January 1984

For sale by the Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

This is the official post report prepared by the post. The information contained herein is directed to official U.S. Government employees and their families. Any other information concerning the facts as set forth herein is to be regarded as unofficial information.

- a. Classification - number of sets kept, call number, and treatment.
- b. Cataloging - type of analysis and treatment.
- c. Routing - indicated next to the "In progress" box.
- d. Subseries and main series information.
- e. Cross references made for the entry.
- f. Notes.

See Subseries Card
for treatment of ☐
subseries.

d

e

f

a Classification:

..... sets monographs or subseries
 sets collected Call
number
 sets coll. with main series

b Cataloging:

- ☐ Add to cards
- ☐ In progress
- ☐ Analyzed in full
- ☐ Analyzed in part
- ☐ Not analyzed

c

1A-89197-2

EXAMPLE 87 : TREATMENT CARD

1. Classification and Cataloging of Series

Series may be classed and cataloged in a variety of ways. The decision to treat a series in a particular manner is called "Series treatment." Likewise, a serial record entry card bearing series treatment on the verso is called a "Series treatment card." (See Example 87.)

a. The term **"Collected"** is used to refer to classification, because classifying publications under one number 'collects' them on the shelf. Following are explanations of terms found on the treatment card under the heading 'classification.'

- 1) **Monographs or subseries.** A series treated in this manner is not grouped together on the shelf. Instead, each individual title is classed separately based on its particular subject. Series with this form of classification are not recorded in the serial record. A subseries which is a serial, however, is recorded.
- 2) **Collected set or Sets collected.** This decision indicates that a call number is assigned to the series title and one or more sets of the series are retained under that number.
- 3) **Sets collected with main series.** In more complex situations a subseries is given the call number of the main series, even though it is separately filed under its own title in the serial record.

Note: It is currently LC policy to collect a series only in one place. All issues of a subseries or serial within a series may be collected under their own call number, OR, they may be collected with the main series. These serials should not be collected in both places. Because this is a fairly recent policy you will find many series, particularly US federal documents, bearing two or three call numbers on the right hand side of the verso of the treatment card. In most cases a note should appear on the

left limiting the classification to only one call number. It is critical that the entire treatment card be read carefully and interpreted properly before the pieces are accessioned.

If a series title is received and the treatment card still indicates more than one call number refer entry to the unit supervisor. DO NOT accession.

b. The term **"Analyzed"** refers to the cataloging of the individual titles within the series. Series may be treated in one of three ways. Following is an explanation of the terms on the treatment card under the category 'cataloging.'

- 1) **Analyzed in full.** When a series is 'analyzed in full' every title within the series is cataloged separately. Since June 14, 1971, this treatment has been applied to most series.

Series which are 'analyzed in full' are not recorded in the serial record. Prior to June 14, 1971, many of these entries were filed in the serial record. Though these entries still appear in the file they are not used for check-in.

- 2) **Not analyzed.** When a series is 'not analyzed' none of the individual titles are cataloged nor will there be a separate entry for them in the serial record. All are recorded under the series title in the file. A serial within a series has its own entry and is treated as 'not analyzed' because the individual issues cannot be cataloged separately.
- 3) **Analyzed in part.** When a series is 'analyzed in part' some of the titles within the series are given full cataloging and are listed in the shelflist; the remaining titles are not analyzed and are recorded in the serial record. Series are analyzed in part for two

reasons: 1) only some of the title warrant full cataloging or 2) some of the titles are serials and need to be separately listed.

Since 1971 this decision can only apply to U.S. federal documents and some foreign publications. Series which are analyzed in part are screened by selecting officials. Those rejected for analysis should be sent to Serial Record Division. These must bear a reject slip (pink for documents; orange for other publications). (See Example 88.)

Because publications in these series are treated in two ways it is important that this be noted on the treatment card. The note **"Other issues may be recorded in shelflist"** must appear on any card bearing the decision 'analyzed in part.' This will alert searchers that holdings may appear elsewhere. If the note does not appear refer the piece and entry card to the Editorial and Reference Unit.

All series publications which are 'analyzed in part' are treated as Bind/Label serials and routed to Bind/Label. Because some numbers in the series are cataloged and bound individually it would be difficult to bind the remaining numbers. It was decided, therefore, that all analyzed in part series should be sent to Bind/Label for separate binding. Again, if this is not the routing which is indicated on the treatment card the piece with entry inserted should be referred to the Editorial and Reference Unit. (**Note:** in many cases the Bind/Label routing will be found in a note on the left hand side of the card.)

Below are the possible combinations of classification and cataloging treatment for series. Only numbers 3 and 4 apply to series currently accessioned in the serial record.

- 1) **Not collected. Analyzed in full.** Every publication in the series is classed separately and cataloged. These are not in the serial record. Most non-document series are treated in this manner.
- 2) **Collected set. Analyzed in full.** Every publication in the series is given a series call number but each title is cataloged. Only pre-1971 entries appear in the serial record. These are not checked-in despite the possible presence of an entry.
- 3) **Collected set. Analyzed in part.** All publications in the series are classed together but only some of the titles are cataloged. Those not cataloged are checked-in in the serial record. The routing is always Bind/Label, and a note on the entry card refers to other possible holdings in the shelflist. Many document series fall into this category.
- 4) **Collected set. Not analyzed.** All publications in the series are classed together and checked-in under the series title. The only entry is the serial record entry for the series title.

2. Receipt of series

Accessioners should remember that most series are not recorded in the serial record. Since 1971 most series are analyzed in full.

Many series publications are received in Serial Record Division, however, and must be properly forwarded. Non-Federal series which do not bear an orange reject for analysis slip are sent to the Descriptive Cataloging or Shared Cataloging Division. Documents received without the pink rejected for analysis slip are returned to Exchange & Gift Division.

Appendix F lists the various countries and specific languages which are cataloged in the Shared Cataloging Division. When a series is received which has been published in one of these countries or languages, the publication is placed on the Shared Cataloging shelf.

All other non-Federal document series are placed on the monograph shelf for forwarding to the Descriptive Cataloging Division. This includes state documents.


When placing series on either the monograph or Shared Cataloging shelves, supply your surname to a "Monograph" slip and insert slip in piece. (See Example 88.)

NOTE: If the individual title in the series appears to be a serial, rather than a monograph, it should be searched and processed according to normal serial procedures.

Series received bearing the rejected for analysis slip are searched and accessioned according to the following procedures.

Documents rejected for analysis by E&G are sent to SRD bearing one of these slips.

Publications rejected as serials by P&R are sent to either Descriptive or Shared Cataloging bearing this slip.

<p align="center"><u>DOCUMENT</u> (U.S.: Federal or State)</p>		
<p>Send one preliminary card to:</p> <p><input type="checkbox"/> FDS</p> <p>.....</p> <p>To: </p> <p><input type="checkbox"/> Preliminary Cataloging Section All monographs (including printed card cataloging)</p> <p><input type="checkbox"/> Serial Record Division All serials (and monographic card cataloging)</p> <p>.....</p> <p>Supt. of Docs. No.: _____</p> <p>LC Card No.: _____</p> <p>_____ In process</p> <p>Location: _____</p>	<p align="center">DOCUMENT</p> <p align="center"><u>Rejected for</u> analysis</p>	
<p>Selection Decision:</p> <p>Keep 1 2</p> <p>LC has required number _____</p> <p align="right">65-45 (rev 7/71)</p>		<p align="center">MONOGRAPH</p> <p align="center">Rejected as a serial.</p> <p align="center">P&R Ser Rec</p> <p>Surname: _____</p> <p>Date : _____</p>

LC 64-104a (8/71)

EXAMPLE 88: REJECTION SLIPS FOR MONOGRAPH TREATMENT

3. Locating the entry for series with rejected for analysis slip

a. Title within series is a monograph:

- 1) Search for the series entry under the three possible types of entry as described in Part I.
 - (a) If found, accession.
 - (b) If not found, send to Search following normal procedures.

b. Title within series is a serial or subseries:

- 1) Search under the title for serial or subseries.
 - (a) If found, accession. If series is collected with main series accession also on main series entry.
 - (b) If not found:
- 2) Search under the main series title.
 - (a) If found, check the treatment of the main series. If 'not analyzed' - check in the serial or subseries on the main series entry card.
If 'analyzed in part' or 'analyzed in full' - send to Search for a new entry.
 - (b) If not found, send to Search.

4. Accessioning series rejected for analysis

In general, normal accessioning procedures are followed as outlined in Part I. Following are additional procedures/instructions specific to series.

a. **Overrides.** There are two overrides used specifically for series.

- 1) Subseries and main series--form 3. Used for the subseries or a

serial within a series. The number of the subseries or serial, binding status, and date of accessioning are given on the left (for Bind/Label.) The main series number is given on the right. (See Example 85.)

- 2) Numbered series or annual--long form 1 and 2. This form is used for most other series when only one designation is to be recorded. (See Example A, B, etc.)

b. Record the number/date designation. It is important when dealing with series to identify the proper designation to be recorded. (This is also critical when adding the designation to the call number.)

- 1) When recording a straight series the number of the series is circled on the override (with numbers exceeding 100 indicated at top.)

In Example 84, the designation 'no. 39' is recorded by circling '39' on the override.

- 2) When more than one designation appears on the piece in the case of subseries or serials within series the designation must be carefully determined. If there are separate entries for each title the appropriate designation must be recorded on each.

In Example 85, the series may be recorded twice, first under the serial title, 'Fact book of U.S. agriculture'; secondly under the series 'Miscellaneous publication,' (depending on the treatment of this series). The serial entry is recorded on the Subseries and Main series override (shown in example); both '1984' and 'No. 1063' are recorded on the override. The main series entry is marked by circling the appropriate number ('No. 1063') on the numbered series or annual override (not shown).

- 3) Occasionally a serial issued within a series retains the same series number from issue to issue, or is published as a supplement to a number in the series. When this occurs record the number of the series and all serial issues within it on a separate override. If appropriate add a heading at the top of the override, e.g., Supplements, Revised editions, etc.

In Example 89, the main series is NBS Special Publication. The serial title, Publications of the National Bureau of Standards, Catalog is issued each year as a numbered supplement to the original publication which is no. 305 in the main series. Each catalog bears the same series number, no. 305, plus consecutive supplement numbers. In order to record the supplements a separate override is necessary. Supplements and no. '305' are written at top and the supplements are recorded as received. The no. 305 on the main series override is asterisked and a note is added to the verso of the override referring to the separate override. (NOTE: The supplements should NOT be recorded on the verso of the main series override.)

*Publications of the
National Bureau of
Standards
1982 Catalog*

Technical Information and Publications Division
National Bureau of Standards
Washington, DC 20234

LW 4/68d (10/82)

IRREGULAR

No. 305
Suppl. 13 1v ends 2/2/83
Suppl. 14 1v ends 3/2/84

SOURCE	COPIES
Purchase	

U.S. Department of Commerce
Malcolm Baldrige, Secretary
National Bureau of Standards
Ernest Ambler, Director

NOTE: Each catalog is issued as a supplement to no. 305 in the series. The supplements are recorded on a separate over-
rider.

EXAMPLE 89: CHECK-IN OF SERIES NUMBERS WHICH REMAIN CONSTANT

c. **Marking the piece.** As with normal serials, series are divided into two groups. Some are sent to a custodial division and treated in the same manner as periodicals; others are sent to Bind/Label. (Remember, all 'analyzed in part' series are sent to Bind/Label.)

- 1) **Copy designation** and entry are indicated according to the instructions in Part I. The number of sets assigned is indicated on the treatment card verso as "1st-2d sets collected", "1st-2d sets coll. with main series", etc. (See examples on following pages.)
- 2) **Routing** for a series is found to the right of the **In progress** box on verso of the the treatment card. If the routing has been changed it should be crossed out and the new routing written in to the left. Remember that a change in routing from a custodial division to Bind/Label will change the way the copy is assigned and entry indicated on the piece, as described in Part I.4.

d. **Assigning the call number.** For all series with a Bind/Label routing a call number is assigned.

- 1) If no call number appears on the treatment card follow procedures for Other volumes in progress (II.2A.).
- 2) If more than one call number is indicated for current assignment, refer the piece to the unit supervisor (unless it is an LC series.)

Call numbers are assigned to the piece according to the treatment card and the appropriate designation must be added.

- 1) Sets collected. This line always refers to the title which appears on the entry card. When sets are collected under that title the designation for the title is used in the call number.

- 2) Sets coll. with main series. If the sets are to be classified with the main series then the designation of the main series is used in the call number, NOT the designation of the serial or subseries within it. In example 85, "No. 1063" is used in the call number, not 1984.
- 3) Series number repeated. When the issues of a serial within a series retain the same series number add also the designation for each issue to the call number.

In example 89, "No. 305, Suppl. 14" is added to call number.

5. Add to cards

- a. This treatment refers to pieces recorded only in the shelflist. When this box is checked a waste card is stamped "Add to cards" and inserted in the piece. The piece is sent to Subject Cataloging Division, Shelflisting Section. If shelflisting does not wish to record the holdings on the shelflist card it may be returned with a request to change to "In progress." At this point the holdings will be recorded on the serial record entry and the pieces will be sent to the custodial division or Bind/Label. (These duties are performed by the Editorial and Reference Unit.)

To process: 1. Stamp a waste card "Add to cards."
2. Place on appropriate shelf.

6. Series Examples

Series treatment cards are often covered with notes and difficult to read. At first glance some may even seem incomprehensible! The notes are the result of policy changes which have been explained in this section. If one keeps the basic concepts of series in mind the series treatment card will become much clearer.

When looking at the following examples, and others in the file remember the following policies which relate to current treatment of series.

1. In general, series can only be collected under one call number.
2. Series which are analyzed in part are routed to Bind/Label and bear a note referring to other issues in the shelflist.

3. Not all subseries will be found listed on the main series card due to a shortage of space.
4. A series which is analyzed in full or treated as 'Monographs' (not collected) is not currently accessioned in the serial record, but old entries may still appear in the file.

EXAMPLE 90.

Series. Collected. Analyzed in part.

Entry: Research note PSW.

This is an entry for a series comprised of monographs. Note that the treatment is 'analyzed in part.' From the override you can see that numbers 51, 56, 58, 61 and 62 were not checked-in. Because this is an analyzed in part series these were probably cataloged and recorded in the shelflist. However, there is no note to indicate that other issues may appear in the shelflist.

Also note that the routing is Serial Division and not Bind/Label. Thus, when the next issue is received this series should be referred to Editorial and Reference Unit for the addition of the note and a change of routing. Bind/Label.

155 See Subseries Card
for treatment of
subseries. ☐

Cat. 5th Rev. ELS/29W
Date Rec. 1-7-80
Acq. _____

Classification:

..... sets monographs or subseries
1st sets collected SD 11
P3c
..... sets coll. with main series

Cataloging:

- ☐ Add to cards
☒ In progress to Ser
☐ Analyzed in full
☒ Analyzed in part
☐ Not analyzed

U.S. GOVERNMENT PRINTING OFFICE: 1953 O 497-147

300+

GPO : 1968 O - 513-728

34	45	56
35	46	57
36	(47) 1st 1982, 11. uncl. 9-2-81	58
37	(48) 7th " "	(59) 1st 1982, 11. uncl. 6-25-83
38	(49) 7th 1981 " "	(60) 1st 1982, 11. uncl. 5-19-83
39	(50) May 1981, 11. uncl. 10-15-81	61
40	51	(62) June 1982, 11. uncl. 5-20-84
41	(63) May 1981, 11. uncl. 3-4-82	(64) July 1982, 11. uncl. 11-21-82
42	(65) June 1981, 11. uncl. 10-15-81	66
43	(66) Sept. 1981, 11. uncl. 2-7-82	
44	(67) Apr. 1982, 11. uncl. 7-27-82	

BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE:

(1st copy official)

COPIES:

1

SETS
BOUND

SEND
TO

CALL
NO

Berkeley, Calif.
Station, Forest Service, U.S. Dept. of Agriculture
Research note PSW. (Pacific Southwest Forest and Range Experiment)

EXAMPLE 90

EXAMPLE 91.

Series. Collected. Analyzed in part.

Entry: U.S. Forest Products Laboratory, Madison, Wis. U.S.D.A. Forest
Service research paper FPL.

Here is an example of a properly annotated entry. Since the treatment is 'analyzed in part' a note appears on the left referring to other issues in the shelflist and the routing has been changed from Ser to Bind/Label.

Note that this series also includes at least one serial title which is listed as the subseries for cross reference purposes.

EXAMPLE 92.

Series. Collected. Not analyzed.

Entry: LC science tracer bullet.

This is also a series, however, it is a 'not analyzed' series. Even though each issue bears an individual title none are cataloged.

Note that the holdings on the override are not complete. Because the holdings are only recorded here it can be assumed that those issues were not received.

The routing is Serial Division. Issues are treated in a similar manner to periodicals for purposes of marking the entry, etc.

Note also that there are two call numbers under which the series is collected. This is permissible because this is an LC publication. However, since the routing is Serial Division the accessioner will not have to assign the sets or call numbers. This will be done by Serial Division when enough issues have been received to be bound.

See Subseries Card
for treatment of
subseries. ☐

Cat. MM Rev. YN
Date Rev. 5-4-77
Acq. _____

AT 10-13-77

Classification:

1st-2d Sets Z740.L14

3rd-5th Sets Z663.41.L14

..... sets monographs or subseries

145th sets collected

..... sets coll. with main series

Cataloging:

- ☐ Add to cards
☒ In progress
☐ Analyzed in full
☐ Analyzed in part
☒ Not analyzed

U.S. GOVERNMENT PRINTING OFFICE: 1977 O - 297-14

TB-1982

GPO : 1968 O - 313-728

1 Jan. 1982, 1 vol. 525-528
2 Jan. 1982, 1 vol. 529-532
3 Jan. 1982, 1 vol. 533-536
4 Jan. 1982, 1 vol. 537-540
5 Jan. 1982, 1 vol. 541-544
6 Jan. 1982, 1 vol. 545-548
7 Jan. 1982, 1 vol. 549-552
8 Jan. 1982, 1 vol. 553-556
9 Jan. 1982, 1 vol. 557-560
10 Jan. 1982, 1 vol. 561-564
11 Nov. 1982, 1 vol. 1-17-83
12 Dec. 1982, 1 vol. 18-23
13 Jan. 1983, 1 vol. 24-29
14 Jan. 1983, 1 vol. 30-35
15 Jan. 1983, 1 vol. 36-41
16 Jan. 1983, 1 vol. 42-47
17 Jan. 1983, 1 vol. 48-53
18 Jan. 1983, 1 vol. 54-59
19 Jan. 1983, 1 vol. 60-65
20 Jan. 1983, 1 vol. 66-71
21 Jan. 1983, 1 vol. 72-77
22 Jan. 1983, 1 vol. 78-83

BINDING RECORD

VOLUME	SERIAL	BLOCK	ITEM	VOLUME	SERIAL	BLOCK	ITEM	VOLUME	SERIAL	BLOCK	ITEM

SOURCE:

Office

COPIES:

1

SETS
BOUND

SEND
TO

CALL
NO

Technology Division, Library of Congress) Washington.
LC science tracer bullet. (Reference Section, Science and

EXAMPLE 92

EXAMPLE 93.

Serial within a series. Collected. Not analyzed.

Entry: U.S. Bureau of Labor Statistics. Area wage survey, Washington, D.C., MD, VA. metropolitan area.

This is a serial title within the main series, United States. Bureau of Labor Statistics. Bulletin. (See also example G). Because it is a serial the treatment must be 'not analyzed.'

Of special interest here is the classification treatment. Note that previously the serial title was collected with the main series, as well as on its own. The note on the left changes this treatment. Now only 2 sets are kept and both are collected with the subseries (or serial) call number. This issue is checked in on this entry only and not on the entry for the main series.

Note also that the routing has been changed from GPRR to Serial and this is also found on the left side in the notes area.

NST

See Subseries Card
for treatment of
subseries.

☐ Cat GPW Rev. CEW
Date rev. 2/2/66
Acq. 4/1/66

Classification:

Main series: Its Bulletin.

Beginning with 1701 + of
main series, 1st + 2d
sets collected only as
subseries. HD 4976
.W3A37.

In progress to Ser D.
EKS 4/11/72

..... sets monographs or subseries

3d-4th sets collected HD 4976
.W3A37

1st-2nd sets coll. with main series
HD 8051

Cataloging: A62

- ☐ Add to cards
☒ In progress GPRR
☐ Analyzed in full
☐ Analyzed in part
☒ Not analyzed

U.S. GOVERNMENT PRINTING OFFICE: 1967 O - 377-14

SUBSERIES				MAIN SERIES				SUBSERIES				MAIN SERIES				SUBSERIES				MAIN SERIES			
1965 Oct. 1/Nov. 6/3/4/5/1965-1966				1965 Oct. 1/Nov. 6/3/4/5/1965-1966																			
1966 Oct. 1/Nov. 6/3/4/5/1966-1967				1966 Oct. 1/Nov. 6/3/4/5/1966-1967																			
1967 Oct. 1/Nov. 6/3/4/5/1967-1968				1967 Oct. 1/Nov. 6/3/4/5/1967-1968																			
1968 Oct. 1/Nov. 6/3/4/5/1968-1969				1968 Oct. 1/Nov. 6/3/4/5/1968-1969																			
1969 Oct. 1/Nov. 6/3/4/5/1969-1970				1969 Oct. 1/Nov. 6/3/4/5/1969-1970																			
1970 Oct. 1/Nov. 6/3/4/5/1970-1971				1970 Oct. 1/Nov. 6/3/4/5/1970-1971																			
1971 Oct. 1/Nov. 6/3/4/5/1971-1972				1971 Oct. 1/Nov. 6/3/4/5/1971-1972																			
1972 Oct. 1/Nov. 6/3/4/5/1972-1973				1972 Oct. 1/Nov. 6/3/4/5/1972-1973																			
1973 Oct. 1/Nov. 6/3/4/5/1973-1974				1973 Oct. 1/Nov. 6/3/4/5/1973-1974																			
1974 Oct. 1/Nov. 6/3/4/5/1974-1975				1974 Oct. 1/Nov. 6/3/4/5/1974-1975																			
1975 Oct. 1/Nov. 6/3/4/5/1975-1976				1975 Oct. 1/Nov. 6/3/4/5/1975-1976																			
1976 Oct. 1/Nov. 6/3/4/5/1976-1977				1976 Oct. 1/Nov. 6/3/4/5/1976-1977																			
1977 Oct. 1/Nov. 6/3/4/5/1977-1978				1977 Oct. 1/Nov. 6/3/4/5/1977-1978																			
1978 Oct. 1/Nov. 6/3/4/5/1978-1979				1978 Oct. 1/Nov. 6/3/4/5/1978-1979																			
1979 Oct. 1/Nov. 6/3/4/5/1979-1980				1979 Oct. 1/Nov. 6/3/4/5/1979-1980																			
1980 Oct. 1/Nov. 6/3/4/5/1980-1981				1980 Oct. 1/Nov. 6/3/4/5/1980-1981																			
1981 Oct. 1/Nov. 6/3/4/5/1981-1982				1981 Oct. 1/Nov. 6/3/4/5/1981-1982																			
1982 Oct. 1/Nov. 6/3/4/5/1982-1983				1982 Oct. 1/Nov. 6/3/4/5/1982-1983																			
1983 Oct. 1/Nov. 6/3/4/5/1983-1984				1983 Oct. 1/Nov. 6/3/4/5/1983-1984																			
1984 Oct. 1/Nov. 6/3/4/5/1984-1985				1984 Oct. 1/Nov. 6/3/4/5/1984-1985																			
1985 Oct. 1/Nov. 6/3/4/5/1985-1986				1985 Oct. 1/Nov. 6/3/4/5/1985-1986																			
1986 Oct. 1/Nov. 6/3/4/5/1986-1987				1986 Oct. 1/Nov. 6/3/4/5/1986-1987																			
1987 Oct. 1/Nov. 6/3/4/5/1987-1988				1987 Oct. 1/Nov. 6/3/4/5/1987-1988																			
1988 Oct. 1/Nov. 6/3/4/5/1988-1989				1988 Oct. 1/Nov. 6/3/4/5/1988-1989																			
1989 Oct. 1/Nov. 6/3/4/5/1989-1990				1989 Oct. 1/Nov. 6/3/4/5/1989-1990																			
1990 Oct. 1/Nov. 6/3/4/5/1990-1991				1990 Oct. 1/Nov. 6/3/4/5/1990-1991																			
1991 Oct. 1/Nov. 6/3/4/5/1991-1992				1991 Oct. 1/Nov. 6/3/4/5/1991-1992																			
1992 Oct. 1/Nov. 6/3/4/5/1992-1993				1992 Oct. 1/Nov. 6/3/4/5/1992-1993																			
1993 Oct. 1/Nov. 6/3/4/5/1993-1994				1993 Oct. 1/Nov. 6/3/4/5/1993-1994																			
1994 Oct. 1/Nov. 6/3/4/5/1994-1995				1994 Oct. 1/Nov. 6/3/4/5/1994-1995																			
1995 Oct. 1/Nov. 6/3/4/5/1995-1996				1995 Oct. 1/Nov. 6/3/4/5/1995-1996																			
1996 Oct. 1/Nov. 6/3/4/5/1996-1997				1996 Oct. 1/Nov. 6/3/4/5/1996-1997																			
1997 Oct. 1/Nov. 6/3/4/5/1997-1998				1997 Oct. 1/Nov. 6/3/4/5/1997-1998																			
1998 Oct. 1/Nov. 6/3/4/5/1998-1999				1998 Oct. 1/Nov. 6/3/4/5/1998-1999																			
1999 Oct. 1/Nov. 6/3/4/5/1999-2000				1999 Oct. 1/Nov. 6/3/4/5/1999-2000																			
2000 Oct. 1/Nov. 6/3/4/5/2000-2001				2000 Oct. 1/Nov. 6/3/4/5/2000-2001																			
2001 Oct. 1/Nov. 6/3/4/5/2001-2002				2001 Oct. 1/Nov. 6/3/4/5/2001-2002																			
2002 Oct. 1/Nov. 6/3/4/5/2002-2003				2002 Oct. 1/Nov. 6/3/4/5/2002-2003																			
2003 Oct. 1/Nov. 6/3/4/5/2003-2004				2003 Oct. 1/Nov. 6/3/4/5/2003-2004																			
2004 Oct. 1/Nov. 6/3/4/5/2004-2005				2004 Oct. 1/Nov. 6/3/4/5/2004-2005																			
2005 Oct. 1/Nov. 6/3/4/5/2005-2006				2005 Oct. 1/Nov. 6/3/4/5/2005-2006																			
2006 Oct. 1/Nov. 6/3/4/5/2006-2007				2006 Oct. 1/Nov. 6/3/4/5/2006-2007																			
2007 Oct. 1/Nov. 6/3/4/5/2007-2008				2007 Oct. 1/Nov. 6/3/4/5/2007-2008																			
2008 Oct. 1/Nov. 6/3/4/5/2008-2009				2008 Oct. 1/Nov. 6/3/4/5/2008-2009																			
2009 Oct. 1/Nov. 6/3/4/5/2009-2010				2009 Oct. 1/Nov. 6/3/4/5/2009-2010																			
2010 Oct. 1/Nov. 6/3/4/5/2010-2011				2010 Oct. 1/Nov. 6/3/4/5/2010-2011																			
2011 Oct. 1/Nov. 6/3/4/5/2011-2012				2011 Oct. 1/Nov. 6/3/4/5/2011-2012																			
2012 Oct. 1/Nov. 6/3/4/5/2012-2013				2012 Oct. 1/Nov. 6/3/4/5/2012-2013																			
2013 Oct. 1/Nov. 6/3/4/5/2013-2014				2013 Oct. 1/Nov. 6/3/4/5/2013-2014																			
2014 Oct. 1/Nov. 6/3/4/5/2014-2015				2014 Oct. 1/Nov. 6/3/4/5/2014-2015																			
2015 Oct. 1/Nov. 6/3/4/5/2015-2016				2015 Oct. 1/Nov. 6/3/4/5/2015-2016																			
2016 Oct. 1/Nov. 6/3/4/5/2016-2017				2016 Oct. 1/Nov. 6/3/4/5/2016-2017																			
2017 Oct. 1/Nov. 6/3/4/5/2017-2018				2017 Oct. 1/Nov. 6/3/4/5/2017-2018																			
2018 Oct. 1/Nov. 6/3/4/5/2018-2019				2018 Oct. 1/Nov. 6/3/4/5/2018-2019																			
2019 Oct. 1/Nov. 6/3/4/5/2019-2020				2019 Oct. 1/Nov. 6/3/4/5/2019-2020																			
2020 Oct. 1/Nov. 6/3/4/5/2020-2021				2020 Oct. 1/Nov. 6/3/4/5/2020-2021																			
2021 Oct. 1/Nov. 6/3/4/5/2021-2022				2021 Oct. 1/Nov. 6/3/4/5/2021-2022																			
2022 Oct. 1/Nov. 6/3/4/5/2022-2023				2022 Oct. 1/Nov. 6/3/4/5/2022-2023																			
2023 Oct. 1/Nov. 6/3/4/5/2023-2024				2023 Oct. 1/Nov. 6/3/4/5/2023-2024																			
2024 Oct. 1/Nov. 6/3/4/5/2024-2025				2024 Oct. 1/Nov. 6/3/4/5/2024-2025																			
2025 Oct. 1/Nov. 6/3/4/5/2025-2026				2025 Oct. 1/Nov. 6/3/4/5/2025-2026																			
2026 Oct. 1/Nov. 6/3/4/5/2026-2027				2026 Oct. 1/Nov. 6/3/4/5/2026-2027																			
2027 Oct. 1/Nov. 6/3/4/5/2027-2028				2027 Oct. 1/Nov. 6/3/4/5/2027-2028																			
2028 Oct. 1/Nov. 6/3/4/5/2028-2029				2028 Oct. 1/Nov. 6/3/4/5/2028-2029																			
2029 Oct. 1/Nov. 6/3/4/5/2029-2030				2029 Oct. 1/Nov. 6/3/4/5/2029-2030																			
2030 Oct. 1/Nov. 6/3/4/5/2030-2031				2030 Oct. 1/Nov. 6/3/4/5/2030-2031																			
2031 Oct. 1/Nov. 6/3/4/5/2031-2032				2031 Oct. 1/Nov. 6/3/4/5/2031-2032																			
2032 Oct. 1/Nov. 6/3/4/5/2032-2033				2032 Oct. 1/Nov. 6/3/4/5/2032-2033																			
2033 Oct. 1/Nov. 6/3/4/5/2033-2034				2033 Oct. 1/Nov. 6/3/4/5/2033-2034																			
2034 Oct. 1/Nov. 6/3/4/5/2034-2035				2034 Oct. 1/Nov. 6/3/4/5/2034-2035																			
2035 Oct. 1/Nov. 6/3/4/5/2035-2036				2035 Oct. 1/Nov. 6/3/4/5/2035-2036																			
2036 Oct. 1/Nov. 6/3/4/5/2036-2037				2036 Oct. 1/Nov. 6/3/4/5/2036-2037																			
2037 Oct. 1/Nov. 6/3/4/5/2037-2038				2037 Oct. 1/Nov. 6/3/4/5/2037-2038																			
2038 Oct. 1/Nov. 6/3/4/5/2038-2039				2038 Oct. 1/Nov. 6/3/4/5/2038-2039																			
2039 Oct. 1/Nov. 6/3/4/5/2039-2040				2039 Oct. 1/Nov. 6/3/4/5/2039-2040																			
2040 Oct. 1/Nov. 6/3/4/5/2040-2041				2040 Oct. 1/Nov. 6/3/4/5/2040-2041																			
2041 Oct. 1/Nov. 6/3/4/5/2041-2042				2041 Oct. 1/Nov. 6/3/4/5/2041-2042																			
2042 Oct. 1/Nov. 6/3/4/5/2042-2043				2042 Oct. 1/Nov. 6/3/4/5/2042-2043																			
2043 Oct. 1/Nov. 6/3/4/5/2043-2044				2043 Oct. 1/Nov. 6/3/4/5/2043-2044																			
2044 Oct. 1/Nov. 6/3/4/5/2044-2045				2044 Oct. 1/Nov. 6/3/4/5/2044-2045																			
2045 Oct. 1/Nov. 6/3/4/5/2045-2046				2045 Oct. 1/Nov. 6/3/4/5/2045-2046																			
2046 Oct. 1/Nov. 6/3/4/5/2046-2047				2046 Oct. 1/Nov. 6/3/4/5/2046-2047																			
2047 Oct. 1/Nov. 6/3/4/5/2047-2048				2047 Oct. 1/Nov. 6/3/4/5/2047-2048																			
2048 Oct. 1/Nov. 6/3/4/5/2048-2049				2048 Oct. 1/Nov. 6/3/4/5/2048-2049																			
2049 Oct. 1/Nov. 6/3/4/5/2049-2050				2049 Oct. 1/Nov. 6/3/4/5/2049-2050																			
2050 Oct. 1/Nov. 6/3/4/5/2050-2051				2050 Oct. 1/Nov. 6/3/4/5/2050-2051																			
2051 Oct. 1/Nov. 6/3/4/5/2051-2052				2051 Oct. 1/Nov. 6/3/4/5/2051-2052																			
2052 Oct. 1/Nov. 6/3/4/5/2052-2053				2052 Oct. 1/Nov. 6/3/4/5/2052-2053																			
2053 Oct. 1/Nov. 6/3/4/5/2053-2054				2053 Oct. 1/Nov. 6/3/4/5/2053-2054																			
2054 Oct. 1/Nov. 6/3/4/5/2054-2055				2054 Oct. 1/Nov. 6/3/4/5/2054-2055																			
2055 Oct. 1/Nov. 6/3/4/5/2055-2056				2055 Oct. 1/Nov. 6/3/4/5/2055-2056																			
2056 Oct. 1/Nov. 6/3/4/5/2056-2057				2056 Oct. 1/Nov. 6/3/4/5/2056-2057																			
2057 Oct. 1/Nov. 6/3/4/5/2057-2058				2057 Oct. 1/Nov. 6/3/4/5/2057-2058																			
2058 Oct. 1/Nov. 6/3/4/5/2058-2059				2058 Oct. 1/Nov. 6/3/4/5/2058-2059																			
2059 Oct. 1/Nov. 6/3/4/5/2059-2060				2059 Oct. 1/Nov. 6/3/4/5/2059-2060																			
2060 Oct. 1/Nov. 6/3/4/5/2060-2061				2060 Oct. 1/Nov. 6/3/4/5/2060-2061																			
2061 Oct. 1/Nov. 6/3/4/5/2061-2062				2061 Oct. 1/Nov. 6/3/4/5/2061-2062																			
2062 Oct. 1/Nov. 6/3/4/5/2062-2063				2062 Oct. 1/Nov. 6/3/4/5/2062-2063																			
2063 Oct. 1/Nov. 6/3/4/5/2063-2064				2063 Oct. 1/Nov. 6/3/4/5/2063-2064																			
2064 Oct. 1/Nov. 6/3/4/5/2064-2065				2064 Oct. 1/Nov. 6/3/4/5/2064-2065																			

EXAMPLE 94.

Serial within a series. Collected. Not analyzed.

Entry: United States. National Bureau of Standards. Publications of the
National Bureau of Standards, Catalog.

This is a serial within the main series, United States. National Bureau of Standards. Special publication (See example 6).

This series differs from Example 4 because it is collected only with the main series. Thus, it will also be checked-in on the entry for the main series as well as on this entry. The designation for the main series will be used in the call number.

See Subseries Card
for treatment of
subseries. ☐

Cat. *MM* No. *Y/L*
Date *2-11-81*
by *HL* *5-29-81*

Main series: *National* United States. Bureau
of Standards. Special publication.

Classification:

..... sets monographs or subseries

..... sets collected

pt-2d sets coll. with main series

Cataloging: *QC 100*

- ☐ Add to cards
- ☒ In progress *And label*
- ☐ Analyzed in full
- ☐ Analyzed in part
- ☒ Not analyzed

U. S. GOVERNMENT PRINTING OFFICE : 1973 O - 497-149

SUBSERIES				MAIN SERIES				SUBSERIES				MAIN SERIES			
<i>1959 Suppl 1, 1st 1959 240</i>				<i>1977 Suppl 9, 1st 1977 315</i>											
<i>1966 Suppl 2, 1st 1966 240</i>				<i>1978 Suppl 10, 1st 1978 315</i>											
<i>1967 Suppl 3, 1st 1967 240</i>				<i>1979 Suppl 11, 1st 1979 315</i>											
<i>1973 Suppl 5, 1st 1973 315</i>				<i>1980 Suppl 12, 1st 1980 315</i>											
<i>1974 Suppl 6, 1st 1974 315</i>				<i>1981 Suppl 13, 1st 1981 315</i>											
<i>1975 Suppl 7, 1st 1975 315</i>				<i>1982 Suppl 14, 1st 1982 315</i>											
<i>1976 Suppl 8, 1st 1976 315</i>															
<i>1977 Suppl 9, 1st 1977 315</i>															
<i>1978 Suppl 10, 1st 1978 315</i>															
<i>1979 Suppl 11, 1st 1979 315</i>															
<i>1980 Suppl 12, 1st 1980 315</i>															
<i>1981 Suppl 13, 1st 1981 315</i>															
<i>1982 Suppl 14, 1st 1982 315</i>															

BINDING RECORD							
VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE: <i>Official</i>	TO: <i>107</i>	COPIES: <i>1</i>	SETS BOUND: <i>NO</i>
-------------------------	----------------	------------------	-----------------------

of abstracts and key word and
National Bureau of Standards, catalog; a compilation
United States. National Bureau of Standards. Publications of the

EXAMPLE 95.

Series (main series). Collected. Analyzed in part.

Entry: U.S. National Bureau of Standards. Special publication.

Here is the main series entry for the serial title in Example E.

Note that the cataloging treatment is analyzed in part, since some of the titles are cataloged separately.

The call number here is written to the right of the sets collected line since the sets are collected with the main series and this is the entry for the main series.

See Subseries Card
for treatment of
subseries. ☒

CD 2/11/71

CD

See cd 2 for earlier
treatment

1969- International Union of Pure and
Applied Chemistry. Commission on
High Temperature and Refractories. Bibliography
on the high temperature chemistry and
physics of materials. No. 245-(?)

Classification:

..... sets monographs or subseries

..... sets collected **QC 100**

..... sets coll. with main series **.U57**

Cataloging:

- ☐ Add to cards
☒ In progress *see label*
☒ Analyzed in full
☒ Analyzed in part
☐ Not analyzed

Analyzed issues will also be
recorded in Shelflist. Send to
Bind/Label

X U.S. National Bureau of Standards.
NBS special publication. 9/24/74

U.S. GOVERNMENT PRINTING OFFICE : 1973 O - 497-143

GPO : 1972 O - 479-063 **3004**

L. C. 6-3

1	11	21	31	41	51	61	71	81	(91) 1974
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
(5) 8/13	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	(68) 12/56	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	(79) 1973	89	99
10	20	(30) 3/18/60	40	50	60	70	80	90	00

BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE:

Gift

COPIES:

2

SETS
BOUND

Bd. Holding on cd. 1 **card 2**

Washington, D.C. 1918-

U.S. National Bureau of Standards. ☒ Special publication.

EXAMPLE 95

EXAMPLE 96.

Series (main series). Sets monographs. Analyzed in part.

Entry: U.S. Bureau of Labor Statistics. Bulletin.

This is the main series entry of which Example D is a subseries. This is a good example of a complex series treatment card!

Note that the treatment, prior to #1701 was Collected set. Analyzed in full. This corresponds with the original classification treatment on Example D where prior to #1701 2 sets were collected with the main series.

After carefully reading all the notes on the card one can determine that no sets are currently collected for this title. Instead, subseries titles are cataloged and classified separately. Thus the treatment 'Monographs.'

The treatment 'analyzed in part' corresponds with the note at left excepting older subseries from the 'Sets mono' treatment. This would seem to indicate that some series are still being classed with the main series. However, the note in lower right corner clarifies this. No publications after #1701 are recorded with the main series. Thus, no issues will be currently checked in on this entry.

This type of series treatment card is very confusing and difficult to properly interpret. Before recording a series on any card where you are unsure of the current treatment, refer the problem to your reviser or unit supervisor.

See Subseries Card
for treatment of
subseries. ☐

Cat. _____ Rev. _____
Date rev. _____
Acq. _____

Nos. 1-100, 1st & 2nd sets
collected, anal. in full.

HD 8051 .A 62

Nos. 101-1660, 1st & 2nd sets
collected, anal. in full

HD 8051 .A 62. 3rd & 4th sets
monographs or subseries.

Nos. 1661-1700, 1st-4th sets
collected, anal. in full.

HD 8051.A62

* Nos. 1701+, ALL SETS MONO.

Information per Blue
Series treatment card

4-11-72

* All sets mono except subseries which began
before no. 1701. Per HLM/sc 4 June 75

All subseries not attached
prior to 1701, listed as new via

Classification:

..... sets monographs or subseries

1701 sets collected HD 8051
A62

..... sets coll. with main series

Cataloging:

- ☐ Add to cards
☒ In progress Ser D
☒ Analyzed in full
☒ Analyzed in part
☐ Not analyzed

Record as subseries only
use main series call #
before #1701
search

CPO - 1972 O - 479-065

3000+

L.C. 4-3

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	00

BINDING RECORD

VOLUME	SERY	BLOCK	ITEM	VOLUME	SERY	BLOCK	ITEM	VOLUME	SERY	BLOCK	ITEM

SOURCE: gift, etc

COPIES: 4

SETS
BOUND

CHECK ALSO AS SUBSERIES
CARD 5

SEND
TO

CALL
NO

U.S. Bureau of Labor Statistics. Bulletin.

II.3H MICROFORMS

Microforms are issued as microfiche, microfilm, microcard, ultrafiche, etc. There are two types of microform: original and reproduction.

Original microforms are those issued only in this format. These are usually computer generated or COM (computer output microfiche).

Reproduction microforms, usually microfilm, are those which originated in paper form.

At present accessioning is not done from the microform itself. In most cases microforms are sent directly to the appropriate custodial division, (i.e., Microform Reading Room, Law Library, etc.). It is the duty of the custodial divisions to notify SRD of the holdings so the entry maybe updated by E&R staff.

When microforms are received in SRD (most come from Copyright), they should be placed on the shelf designated "Outgoing microforms" without searching in the file. These are picked up by Microform Reading Room for processing.

Holdings are sent to Serial Record Division from the custodial divisions in the form of listings, memorandums, or snapouts. These holdings are added to the existing record. When no entry is found in the Serial Record the title is referred to Search and Visible File Cataloging Unit.

Microform holdings exist in the 3x5 file and the visible file. Microform holdings in the 3x5 file are recorded on a separate holdings card marked "MICROFORM HOLDINGS". This entry card follows regular holdings cards for the entry.

In the visible file microform holdings appear on either a separate entry or overrider following the entry for the paper edition. In these cases the serial title is followed by [MICROFORM] to distinguish the two entries.

Microform holdings are accessioned according to the procedures on the following pages.

VISIBLE FILE ENTRY

(The following accessioning procedures are normally performed by the Editorial and Reference Unit)

One entry for both paper and microform; microform holdings on separate override

1. Record holdings on "Record of permanent holdings" override.
2. In blue pencil write custodial division control number at top of override and word "MICROFORM" at bottom.

MicRR control # 03527

LL control # LL-02121

3. Record volume numbers, dates of coverage, number of reels, fiche, etc., and date accessioned.
4. If there is also a binding record with holdings from the same volumes make notes on each sheet.

"See also Microform holdings"

"See also Binding Record"

Separate serial record entry for microform

1. Record holdings on "Binding Record" override, giving same information as above.
2. Control number will be written in call number box and is not necessary on override.

3x5 FILE ENTRY

1. Type a separate card with "MICROFORM HOLDINGS" in upper right corner and control number in upper left corner.
2. Number card and add note to 1st card in set:

"Microform holdings on card no. ..."

3. Record holdings as specified above.

NOTE: The difference in types of microform entry in the visible file reflects changes in cataloging policy. It is currently the practice to keep all holdings on one entry, not to create a separate entry for the microform. If a separate microform entry already exists in the file holdings should be recorded on it. If an entry exists only for the paper edition record holdings on that entry, creating a separate override for the microform holdings when necessary.

Microfilm # LL-02115

V. 142 - 204, 1971-76, 1 reel 1-4-82.

V. 210-212, 1979, 5 reels 8/10/82

RECORD OF PERMANENT HOLDINGS

Guatemala, El Centroaltico, Oficina General.

Microfilm - General

1981

14 1983 1-0

BINDING RECORD

Copyright

2

Microfilm

RA 445

Microfilm Corp.) Chesterton, Ind. Microfiche. NewsBank; urban affairs library: Health. (Arcata)

English mechanic and world of science

Microfilm

85116

1-134 Mar 21 1865-1866

726/14

Wartburg

1884-1885

1901-1902

1924, 1901-1902

Vol. 89-91 #2289-2366, 1909-1910

Vol. 107, #2757, 1915

*SN 83-004168, SN 83-004169, SN 83-004170

EXAMPLE 97 : MICROFORMS

APPENDICES

APPENDIX A: ACCESSIONING-AT-A-GLANCE

APPENDIX A.1: Assignment and Completion of Overrides by Frequency

FREQUENCY	OVERRIDER	INSTRUCTIONS	SAMPLE OVERRIDERS																												
Annual numbered	Numbered series or Annual	<ul style="list-style-type: none"> - Circle number or write "v" for volume before appropriate number on override. - Record date of serial after number. - Indicate one volume received. EXCEPTION: if issued in more than one volume or part indicate number received (update entry if necessary). - Indicate binding status as follows: pbd = publisher's binding unb = unbound - Record date of accessioning. 	<p>Issue to be recorded: No. 21, 1983 (pts. 1, 2)</p> <table> <tr><th colspan="4">NUMBERED SERIES OR ANNUAL—LONG FORM 1</th></tr> <tr><td>1</td><td>18</td><td></td><td>34</td></tr> <tr><td>2</td><td>19</td><td></td><td>35</td></tr> <tr><td>3</td><td>20</td><td></td><td>36</td></tr> <tr><td>4</td><td>21</td><td>1/1/84</td><td>37</td></tr> <tr><td>5</td><td>22</td><td></td><td>38</td></tr> <tr><td>6</td><td>23</td><td></td><td>39</td></tr> </table>	NUMBERED SERIES OR ANNUAL—LONG FORM 1				1	18		34	2	19		35	3	20		36	4	21	1/1/84	37	5	22		38	6	23		39
NUMBERED SERIES OR ANNUAL—LONG FORM 1																															
1	18		34																												
2	19		35																												
3	20		36																												
4	21	1/1/84	37																												
5	22		38																												
6	23		39																												
Unnumbered	Numbered series or Annual	<ul style="list-style-type: none"> - Use "Long Form 2." - Add "19" before last two digits of date. - Follow steps 3 through 5 in first example. 	<p>Issue to be recorded: 1984 (lv.)</p> <table> <tr><th colspan="4">NUMBERED SERIES OR ANNUAL—LONG FORM 2</th></tr> <tr><td>31</td><td>67</td><td>1984</td><td>19</td></tr> <tr><td>32</td><td>68</td><td></td><td></td></tr> </table>	NUMBERED SERIES OR ANNUAL—LONG FORM 2				31	67	1984	19	32	68																		
NUMBERED SERIES OR ANNUAL—LONG FORM 2																															
31	67	1984	19																												
32	68																														
Biennial numbered (issued every two years)	Numbered series or Annual	<ul style="list-style-type: none"> - Follow instructions for Annual. - Indicate year span when given on serial. - Follow steps 3 through 5 in first example. 	<p>Issue to be recorded: 1982-83, no. 5</p> <table> <tr><th colspan="4">NUMBERED SERIES OR ANNUAL—LONG FORM 1</th></tr> <tr><td>1</td><td>18</td><td></td><td>34</td></tr> <tr><td>2</td><td>19</td><td></td><td>35</td></tr> <tr><td>3</td><td>20</td><td></td><td>36</td></tr> <tr><td>4</td><td>21</td><td></td><td>37</td></tr> <tr><td>5</td><td>22</td><td>1982-83, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100</td><td>38</td></tr> <tr><td>6</td><td>23</td><td></td><td>39</td></tr> </table>	NUMBERED SERIES OR ANNUAL—LONG FORM 1				1	18		34	2	19		35	3	20		36	4	21		37	5	22	1982-83, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	38	6	23		39
NUMBERED SERIES OR ANNUAL—LONG FORM 1																															
1	18		34																												
2	19		35																												
3	20		36																												
4	21		37																												
5	22	1982-83, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	38																												
6	23		39																												

APPENDIX A.1 (continued)

FREQUENCY	OVERRIDE	INSTRUCTIONS	SAMPLE OVERRIDERS																																																
Biennial unnumbered	Irregular	<ul style="list-style-type: none"> - Indicate date of serial. - Indicate number of volumes. - Indicate binding status as follows: <ul style="list-style-type: none"> pbd = publisher's binding urb = unbound - Record date of accessioning. 	<p>Issue to be recorded: 1983 (3v.,)</p> <p>IRREGULAR</p> <p>1979, 2v., pbd, 3/8/80 1981, 2v., pbd, 4/1/82 1983, 3v., pbd, 5/1/84</p>																																																
Bimonthly numbered (issue every two months)	Monthly	<ul style="list-style-type: none"> - Record number in box for first month and draw line through next months. 	<p>Issue to be recorded: Vol. 23, no. 1, January - February 1983</p> <p>MONTHLY</p> <table> <tr> <th>VOLUME</th><th>YEAR</th><th>JAN</th><th>FEB</th><th>MAR</th><th>APR</th><th>MAY</th><th>JUNE</th><th>JULY</th><th>AUG</th><th>SEP</th><th>OCT</th><th>NOV</th><th>DEC</th><th>19</th><th>19</th></tr> <tr> <td>23</td><td>1983</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	VOLUME	YEAR	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	19	19	23	1983	1																													
VOLUME	YEAR	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	19	19																																				
23	1983	1																																																	
Bimonthly unnumbered	Monthly	<ul style="list-style-type: none"> - Check (✓) box for first month and draw line through next box. 	<p>Issue to be recorded: March/April 1983</p> <p>MONTHLY</p> <table> <tr> <th>VOLUME</th><th>YEAR</th><th>JAN</th><th>FEB</th><th>MAR</th><th>APR</th><th>MAY</th><th>JUNE</th><th>JULY</th><th>AUG</th><th>SEP</th><th>OCT</th><th>NOV</th><th>DEC</th><th>19</th><th>19</th></tr> <tr> <td>1983</td><td>1983</td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	VOLUME	YEAR	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	19	19	1983	1983			✓																											
VOLUME	YEAR	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	19	19																																				
1983	1983			✓																																															
Biweekly	Weekly	<ul style="list-style-type: none"> - Either date or number may be used depending on how the override is marked. The designation not used is crossed out. - For NUMBERS: write issue number in appropriate box by month, and draw line through next box. - For DATES: write in date of first week and draw line through next box. 	<p>Issues to be recorded in this example:</p> <p>Vol. 18, no. 4, February 6 - 17, 1984 January 1 - 14, 1984</p> <p>WEEKLY</p> <table> <tr> <th colspan="2">DATE</th><th colspan="2">NUMBER</th><th colspan="2">DATE</th><th colspan="2">NUMBER</th><th colspan="2">DATE</th><th colspan="2">NUMBER</th><th colspan="2">DATE</th><th colspan="2">NUMBER</th></tr> <tr> <th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th><th>JAN</th><th>FEB</th></tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> </table>	DATE		NUMBER		DATE		NUMBER		DATE		NUMBER		DATE		NUMBER		JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
DATE		NUMBER		DATE		NUMBER		DATE		NUMBER		DATE		NUMBER																																					
JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB																																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																				

APPENDIX A.1 (continued)

[illegible]

Annual Report

for the fiscal year
ended March 31, 1985

LIB 4888 (Rev. 10/82)

NUMBERED SERIES OR ANNUAL—LONG FORM 2

51	67	84
52	68	85
53	69	86
54	70	87
55	71	88
56	72	89
57	73	90
58	74	91
59	75	92
60	76	93
61	77	94
62	78	95
63	79	96
64	80	97
65	81	98
66	82	99
1983 1v. vol. 5/17/84		100



Nova S

SOURCE: Purchase

COPIES:

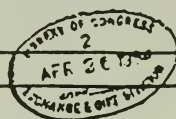
Department of Government Services

EXAMPLE 98 : CHECK-IN BY DATE: ANNUAL



Northwestern Mindanao Research Journal

VOL. — 9



1982 — 1983

SLIP 4/887 (from 10/82)

NUMBERED SERIES OR ANNUAL—LONG FORM 1

1	18	34
2	19	35
3	20	36
4	21	37
5	22	38
6	23	39
7	24	40
8	25	41
9	26	42
10	27	43
11	28	44
12	29	45
13	30	46
14	31	47
15	32	48
16	33	49
17		50

SOURCE: Exchange

COPIES:

A. Bischocho

Bernad

J. Dionson

Mascuñena

C. Naranjo

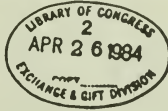
GRADUATE SCHOOL

IMMACULATE CONCEPTION COLLEGE
Ozamiz City

EXAMPLE 99 : CHECK-IN BY VOLUME AND DATE: BIENNIAL



84-22



NOVA SCOTIA
HOUSE OF ASSEMBLY
DEBATES AND PROCEEDINGS

Speaker: Honourable Arthur Donahoe, Q.C.

Published by Order of the Legislature

Second Class Mail Registration No. 2534

Available through Nova Scotia Government Book Store

1597 Hollis St., or P.O. Box 637, Halifax, B3J 2T3, at \$50.00 Annual Subscription or 75c per issue

Third Session

TUESDAY, APRIL 3, 1984

PAGE

LW 4/66a (rev 10/82)

DAILY

1009

1011

1014

1018

1018

1018

1019

1019

1019

1020

1020

1021

1984	VOL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	T.P.	IND.
JAN.																																		
FEB.																																		
MAR.																																		
APR.																																		
MAY																																		
JUNE																																		
JULY																																		
AUG.																																		
SEPT.																																		
OCT.																																		
NOV.																																		
DEC.																																		

SOURCE: Purchase

COPIES:

EXAMPLE 100: CHECK IN BY DATE: DAILY

ISSN 0027-9090

2
MAY 10 1984

NDL

NAGOYA
MATHEMATICAL JOURNAL


VOL. 92

December 1993

[illegible]

PUBLISHED BY
DEPARTMENT OF MATHEMATICS, FACULTY OF SCIENCE
NAGOYA UNIVERSITY

EXAMPLE 101: CHECK IN BY VOLUME AND MONTH (ISSUES UNNUMBERED): MONTHLY



NEGERI KEDAH

Warta Kerajaan

DITERBITKAN DENGAN KUASA

GOVERNMENT OF KEDAH GAZETTE

PUBLISHED BY AUTHORITY

Jl. 26
Bil. 18

1hb September, 1983

TAMBAHAN No. 4
PERUNDANGAN

K. P.U. 6.

LIT 4486 (rev 06/82)

DAILY

1983	VOL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	T.P.	IND.
JAN.	26																																	
FEB.																																		
MAR.																																		
APR.																																		
MAY																																		
JUNE																																		
JULY																																		
AUG.																																		
SEPT.	18																																	
OCT.																																		
NOV.																																		
DEC.																																		

SOURCE Purchase

COPIES

[PSU(K) 9/1383 (JD. 3); JPK/KED: 1689. Pt. 7.]

ISMAIL BIN OMAR,
Setiausaha, Majlis Mesyuarat Kerajaan,
Negeri Kedah

EXAMPLE 102: CHECK IN BY VOLUME NUMBER, ISSUE NUMBER, AND DATE: DAILY

- 239 -

2
84

ARGANG 82

[illegible]

COPYRIGHT

Næsten alle verdens hente kvinnelige sykkelryttere ventes til Norge under Pontgros Grand Prix 1984. Rittet skal avvikles fra 28. mai til 2. juni på stie 401. Rittet viser i midten i mål en 1 km Lurane, som ble utarbeidet sammenlagt i Pontgros Grand Prix 1983, flankert av Anne Catron Andersen (U.S.A.) og Liv Frøns.

- 240 -

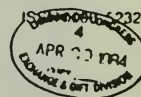
[illegible]

- 241 -

LC Science Tracer Bullet

Science Reference Section, Science and Technology Division
Library of Congress, 10 First Street, S.E., Washington, D.C. 20540

MENTAL RETARDATION
Compiled by Leroy D. Davis



TB 83-6

September 1983

Scope: Mental retardation has been defined by the American Association on Mental Deficiency as subaverage general intellectual functioning (usually referring to intelligence performance that falls below an I.Q. of 68 or 70) existing concurrently with deficits in adaptive behavior.

BY AUTHOR (see 10000)		NUMBERED SERIES OR ANNUAL—LONG FORM 1	
		TB 83-	
1	16	34	
2	19	35	
3	20	36	
4	21	37	
5	22	38	
6	23	39	
7	24	40	
8	25	41	
9	26	42	
10	27	43	
11	28	44	
12	29	45	
13	30	46	
14	31	47	
15	32	48	
16	33	49	
17		50	
SOURCE: Exchange			

Weisworth
Intern
by Al
Plenum Press, c1982. p. 853-849.

RC489.D4154 1982*

Stoller, A. Mental subnormality. In Hobson, William, ed. The theory and practice of public health. 5th ed. Oxford, New York, Oxford University Press, 1979. p. 461-471. RA425.M37 1979*
Includes bibliographical references.

*Available in the reference collection, Science Reading Room

EXAMPLE 105: CHECK-IN OF NON-ANALYZED NUMBERED SERIES

APPENDIX A.3: Marking the Piece

Type of serial	Indicate copy number in stamp	Indicate entry on title page	Indicate routing on piece	Supply call number when available	Indicate assignment	Initial	Resort	Entry not found	Send to Search
Periodical									
	Copy number for Copy-right and Purchase	Check (✓) above title for title entry NO. 1, 2, 3, etc. parts of entry for issuing body or jurisdiction entry (supply when necessary) O for Serial Division only)	Upper right corner of cover or title page SER PRD/SER				O and initials below first letter of word searched Check (✓) Initial letter to be searched		O and initials below letter searched Place on search shelves under last letter searched
	Check (✓) for EIC, and extra copies DISC for Dis-cards O for Send unchecked to ...								
Unbound									
Bind/Label	Copy number for Sets X-number: for X copies DUP for Dup-licates DISC for Dis-cards O for Send unchecked to under first letter of entry (Supply complete entry when necessary) (Do not number parts of entry)	Bind/Label is written on upper right corner of cover	Write call number in upper right corner of title page verso If no call number treat as OVIP (See Part 2)	Add as last element of call number Insert Special Attention slip with assignment noted	Verso of title page in upper left corner	Same as above	Same as above	Same as above
Bound serial									
	Same as above Forward bound discards and long sets marked DISCARD to Selection Officer for review	Same as above	Do not write routing on piece; place on shelf to be forwarded to Bind/Label	Same as above	Same as above	Same as above	Same as above	Same as above	Same as above

APPENDIX A.4: What to Search and Record--Special Materials

- 244 -

Type of material	Serial Record File				Send to	Special instructions
	Search		Record			
	Yes	No	Yes	No		
Bilingual serials						
Without bilingual slip		X		X	Asian Division	Check special list of local schools; local schools not on the list should be searched and sent to Search if not located
With bilingual slip	X		X		Appropriate routing or Search	
College catalogs						
U.S. (current)		X		X	Local to SSRR/zEG; others to zEG via Dup/Discard shelf.	
U.S. (pre-1976)	X		X		Routing as indicated on card	Record only if needed to fill a gap and if entry is "keep."
Foreign	X		X		Appropriate routing or Search	
Comic books		X		X	Chief, Serial Division	
Copyright material marked "X"		X		X	zEG via Dup/Discard shelf	
Directories						
Business	X		X		Appropriate routing or Search	
City/Street	X		X		Appropriate routing or Search	
Cross-cross		X		X	MRR Alc via Collections Management shelf	

APPENDIX A. 4 (continued)

Type of material	Serial Record File				Send to	Special instructions
	Search		Record			
	Yes	No	Yes	No		
Directorates (cont.)						
High school/prep school		X			X	Z6G via Dup/Discard shelf
Social registers	X		X			Appropriate routing or Search
Telephone, agency or organizational	X		X			Appropriate routing or Search
Telephone, U.S. and foreign		X			X	MAR Alc via Collections Management shelf
Ephemera		X			X	Z6G via Dup/Discard shelf
Loose-leaf materials						
Basic volume	X		X			Monograph shelves or Search
Updates, legal		X			X	Law Library
Updates, non-legal	X		X			Custodial division or discard
Microforms received from Copyright		X			X	Microform Reading Room via Outgoing microform shelf
Monographs		X			X	Shared Cataloging Division or Descriptive Cataloging Division monograph shelf
						Obvious monographs should not be searched; in case of doubt, however, search file.

APPENDIX A. 4 (continued)

Type of material	Serial Record File				Send to	Special instructions
	Search		Record			
	Yes	No	Yes	No		
Newspapers	X			X	Custodial division or Search	Search title in serial record and 3 x 5 file; if not found, send to Search
Newspaper formatted serials	X			X	Appropriate routing or Search	
Pornographic serials		* X		* X	SAVP Unit	*Accessions should route these to SAVP for searching and accessioning
Series						
Without reject slip		X		X		
With reject slip	X			X	Appropriate routing	

Z&C (documents); Shared or Descriptive Cataloging Division via appropriate monograph shelf

APPENDIX B: FILING IN THE SERIAL RECORD

APPENDIX B.1: Filing in the Serial Record

To further enhance our knowledge of the filing order for serial entries, we need to take into consideration several other elements that dictate special filing arrangements.

1. Initial articles

Initial articles are ignored in filing when they appear as the first word of the title. (See Appendix B.2 for a complete list of these words). Common examples of initial articles are: a, an, the, la, le les, and l'. *

2. Numerals

Numbers are filed as if spelled-out when the number is an integral part of the serial title.

<u>Example</u>	<u>File as</u>
1001 home decorating ideas.	One thousand and one home decorating ideas.
1000 largest U.S. banks.	One thousand largest U.S. banks.

* Initial articles are no longer included in the visible entry field on the manuscript sheet or OCLC printout.

Appendix B.1 (continued)

3. Compound names

Names beginning with Mac, Mc, M' and Saint and St. are filed as Mac and Saint.

Entries for filing

File as

McCormick quarterly.	MacCormac Junior College. [Catalog]
MacCormac Junior College. [Catalog]	McCormick quarterly.
MacCormick speciality magazine	MacCormick speciality magazine.
Saint Leo College. Catalogue	Saint Leo College. Catalogue.
St. Lawrence University, Canton, N.Y. Alumni directory.	St. Lawrence University, Canton, N.Y. Alumni directory.
St. Mary Medical Center. Alcoholism Treatment Program	St. Mary Medical Center. Alcohol- ism Treatment Program.
Saint Mary College, Leavenworth, Kansas. [Newsletter]	Saint Mary College, Leavenworth, Kansas. [Newsletter]

4. Compound words.

The following compound words are filed as if one word: hand book, hand-book, year book, year-book, news letter, and newsletter.

NOTE: Words with the prefixes anti-, co-, electro-, ex-, inter-, med-, mid-, non-, pan-, post-, pre-, pro-, trans-, and tri are filed as one word.

5. Hyphenated words

In general words separated by a hyphen are filed as two words. The hyphen is ignored in filing. An exception to this rule is the filing of words with prefixes listed in number 4.

Appendix B.1 (continued)

6. Special filing characters

Use the following table when filing words with the following special characters:

<u>Special character</u>	<u>File as</u>
& (ampersand)	and
a (alpha)	ae
\$ (dollar sign)	dollar/s
% (percent sign)	percent
/ø (slash o)	oe

.. (umlaut) appears above the
following characters

ä	ae
ö	oe
ü	ue
ij	ij

(circle above) appears above
the following characters

ā	aa
ḡ	gg
ū	uu

NOTE: The foregoing listing is not a comprehensive list of special filing rules used in the serial record file, but is a brief guideline to follow for the most common questions asked when faced with filing entries into the file.

APPENDIX B.2: Initial Articles

The following alphabetical listing of articles indicates initial articles ignored when filing and searching in the serial record file.

a	- English, Portuguese, Hungarian, Yiddish	hin	- Icelandic
a'	- Gaelic, Scottish	hinr	- Icelandic
al-	- Arabic	hinn	- Icelandic
am	- Gaelic, Scottish	hio	- Greek, Classical Greek
an	- English, Yiddish, Gaelic, Scottish	hoi	- Greek, Classical Greek
an t-	- Gaelic, Scottish	i	- Italian
as	- Portuguese	ih'	- Provencal
az	- Hungarian	il	- Provencal, Italian
bir	- Turkish	il'	- Hawaiian
das	- German	ka	- French, Italian, Provencal
de	- Danish, Norwegian, Swedish, Dutch	ke	- Spanish, Spanish, Italian, Provencal, Esperanto
dei	- Norwegian	l'	- Spanish, Provencal
den	- Danish, Norwegian, Swedish	la	- French, Italian, Provencal
der	- German, Yiddish	las	- French, Italian, Provencal
det	- Danish, Norwegian, Swedish	le	- Provencal
di	- Yiddish	les	- Provencal
die	- German, Yiddish	lhi	- Provencal
dos	- Yiddish	li	- Provencal, Italian, Provencal
e	- Norwegian	lis	- Spanish, Provencal
edin	- Bulgarian	lo	- Spanish, Provencal
edna	- Bulgarian	lou	- Provencal
edno	- Bulgarian	lu	- Greek
een	- Dutch	mia	- Dutch
een	- Dutch	'n	- Hawaiian, Gaelic, Scottish
egy	- Hungarian	na	- Gaelic, Scottish
ei	- Norwegian	na h-	- Portuguese, Romanian
ein	- German, Norwegian, Yiddish	o	- Portuguese
eine	- German, Yiddish	os	- Dutch
eit	- Norwegian	't	- Greek, Classical Greek
el	- Spanish	ta	- English
el-	- Arabic	the	- Greek, Classical Greek
en	- Danish, Norwegian, Swedish	tó	- Classical Greek
ett	- Danish, Norwegian	tó	- Portuguese
ett	- Swedish	um	- French, Spanish, Italian, Romanian, Esperanto
gli	- Italian	una	- Italian
gli	- Italian	un'	- Spanish, Italian, Provencal
ha-	- Hebrew	una	- French
hai	- Greek, Classical Greek	uno	- Italian, Provencal
he	- Hawaiian	us	- Provencal
he-	- Hebrew	y	- Welsh
hē	- Greek	yr	- Welsh
heis	- Greek		
hen	- Greek		
hena	- Greek		
henas	- Greek		
het	- Dutch		

APPENDIX B.3: Serial Record Entries are Filed as Follows

- Initialism or title preceded by initialism.
- Jurisdiction. Title.
- Issuing bodies and titles beginning with the jurisdiction interfiled alphabetically.

Serial Record Entry

Type of Entry

WA news.	Initialism and title
WARM.	Initialism
W.A.S. newsletter.	Initialism and title
WAY.	Initialism
Washington (State). <u>Monthly fiscal report.</u>	Jurisdiction. Title
Washington (State). <u>Attorney General's Office.</u> <u>Opinions for the month.</u>	Issuing body. Title
Washington (State). Dept. of Commerce and Economic Development. Business and Economic Research Division. <u>Economic review and outlook.</u>	Issuing body. Title
Washington Bible College. <u>Catalog.</u>	Title
Washington blade.	Issuing body. Title
Washington Crop and Livestock Reporting Service. <u>Washington agricultural statistics.</u>	Issuing body. Title
<u>Washington dateline.</u>	Title
<u>Washington state labor news.</u>	Title

APPENDIX C: FOREIGN LANGUAGE SERIAL TERMS

APPENDIX C.1: Months

BELORUSSIAN	BULGARIAN	CZECH	DANISH
студз.	ян.	led.	jan.
лют.	февр.	ún.	febr.
сак.	март	břez.	marts
крас.	апрел	dub.	april
май	май	květ.	maj
чэрв.	юни	červ.	juni
ліп.	юли	červen.	juli
жнівень	авг.	srp.	aug.
верас.	септ.	zář.	sept.
кастр.	окт.	říj.	okt.
ліст.	ноям.	list.	nov.
снеж.	дек.	pros.	dec.
DUTCH	ENGLISH	ESTONIAN	FRENCH
jan.	Jan.	jaan.	janv.
feb.	Feb.	veebr.	févr.
maart	Mar.	märts	mars
apr.	Apr.	apr.	avril
mei	May	mai	mai
juni	June	juuni	juin
juli	July	juuli	juli.
aug.	Aug.	aug.	août
sept.	Sept.	sept.	sept.
oct.	Oct.	okt.	oct.
nov.	Nov.	nov.	nov.
dec.	Dec.	dets.	déc.
GERMAN	GREEK, MODERN	HUNGARIAN	INDONESIAN AND MALAYSIAN
Jan. (Jän.)	Ἰαν.	jan.	Jan. (Djan.)
Feb.	Φεβρ.	feb.	Feb.
März	Μάρτ.	márc.	Mrt.
Apr.	Ἀπρ.	ápr.	Apr.
Mai	Μάιος	máj.	Mei (Mai)
Juni	Ἰουν.	jun.	Juni (Djuni)
Juli	Ἰουλ.	jul.	Juli (Djuli)
Aug.	Αὐγ.	aug.	Ag.
Sept.	Σεπτ.	szept.	Sept.
Okt.	Ὀκτ.	okt.	Okt.
Nov.	Νοέμ.	nov.	Nop.
Dez.	Δεκ.	dec.	Des.
ITALIAN	LATIN	LATVIAN	LITHUANIAN
genn.	Ian.	jan.	saus.
febb.	Febr.	feb.	vas.
mar.	Mart.	marts	kovas
apr.	Apr.	apr.	bal.
magg.	Mai.	maija	geg.
giugno	Iun.	junijs	birž.
luglio	Iul.	julijs	liepa
ag.	Aug.	aug.	rugp.
sett.	Sept.	sept.	rugs.
ott.	Oct.	okt.	spalis
nov.	Nov.	nov.	lapkr.
dic.	Dec.	dec.	gr.

NORWEGIAN	POLISH	PORTUGUESE	ROMANIAN
jan.	stycz.	jan.	Ian.
febr.	lut.	fev.	Feb.
mars	mar.	março	Mar.
april	kwiec.	abril	Apr.
mai	maj	maio	Mai
juni	czerw.	junho	Iunie
juli	lip.	julho	Iulie
aug.	sierp.	agosto	Aug.
sept.	wrzes.	set.	Sept.
okt.	paźdz.	out.	Oct.
nov.	listop.	nov.	Noem.
dec.	grudz.	dez.	Dec.

RUSSIAN	SERBO-CROATIAN	SLOVAK
янв.	jan.	l'ad.
февр.	febr.	ún.
март (мартъ)	mart	brez.
апр.	april	dub.
май	maj	kvet.
июнь (июнь)	juni	červ.
июль (июль)	juli	červen.
авг.	avg.	srp.
септ.	sept.	zári.
окт.	okt.	ruj.
ноябрь	nov.	list.
дек.	dec.	pros.

SLOVENIAN	SPANISH	SWEDISH	UKRAINIAN	WELSH
jan.	enero	jan.	січ.	Ion.
feb.	feb.	febr.	лют.	Chwe.
mar.	marzo	mars	бер.	Mawr.
apr.	abr.	april	квіт.	Ebr.
maj	mayo	maj	трав.	Mai
jun.	jun.	juni	чер.	Mch.
jul.	jul.	juli	лип.	Gorf.
avg.	agosto	aug.	серп.	Awst
sept.	sept. (set.)	sept.	вер.	Medi
okt.	oct.	okt.	жовт.	Hyd.
nov.	nov.	nov.	лист.	Tach.
dec.	dic.	dec.	груд.	Rhag.

Abbreviations of the names of the months in languages not listed above may be used if they appear in style manuals for the language concerned.

APPENDIX C.2: Frequencies

	YEARLY/ YEARBOOK	SEMIANNUAL	QUARTERLY	MONTHLY	WEEKLY
FRENCH	Annual Annuaire	Semestriel	Trimestriel	Mensuel	Hebdomadaire
ITALIAN	Annuale Annuario	Semestrale	Trimestrale	Mensile	Settimanale
PORTUGUESE	Annual Anuário	Semestral	Trimestral	Mensário	Semanário
ROMANIAN	Annual Anuar	Semestrial	Trimestrial	Lunar	Săptăminal
SPANISH	Annual Anuario	Semestral	Trimestral	Mensual	Semanal
DUTCH (Afrikaans)	Jaarboek	Halfjaarlijks	Driemaandelijks	Maandschrift	Wekelijks Weekblad
GERMAN	Jahrbuch	Halbjährlich	Vierteljährlich	Monatsschrift	Wöchentlich
SWEDISH similar: Danish Norwegian	Årbok Årbog Årbok	Halvårs-	Kvartals-	Månatlig	Vecko-
FINNISH	Vuotunen Vuosikirja	Puolivuotinen	Heljännes-	Kuukausi-	Vuokolehti
HUNGARIAN	Evi Evkönyv	Élévi	Negyedévi	Havi	Heti

APPENDIX C. 2 (continued)

	YEARLY/ YEARBOOK	SEMIANNUAL	QUARTERLY	MONTHLY	WEEKLY
CROATIAN (Serbian)	Godišnjak	Polugodišnjik	Trimesečni	Mjesečnik (Mesečnik)	Tjednik (Nedeljnik)
CZECH	Ročenka	Šestiměsíčník	Čtvrtletník	Měsíčník	Týdeník
POLISH	Rocznik	Półroczny	Kwartalnik	Miesięcznik	Tygodnik
RUSSIAN	Ezhgodnik	Polugodovoj	Kvartal'nyi	Ezhemesiachnyi	Ezhenedelnyi
(Similar Slavic languages: Bulgarian, Slovak, Ukrainian)					
CHINESE	Nien pao	Pan nien k'an	Chi k'an	Yueh k'an	Chou k'an
JAPANESE	Nenpō	Nen nikai	Kikan	Cekkan	Shūkan
KOREAN	Yŏnbo	Pallyŏn'gan	Kyegan	Hŏlbo	Chugan
VIETNAMESE	Hàng năm	Ban-niên	Ba tháng	Nguyệt-san	Hàng-tuần
ARABIC	Sanavī	Nisf-Sanavī	Rūb'sanavī	Shahriya	Usbū'īya
HEBREW	Shenati	Had-Shenati	Rive'on	Hodshi	Shvu'on
INDONESIAN	Tahunan	Setengah-Tahunan	Trivulan Kwartalan	Bulan	Mingguan

APPENDIX D: CUSTODY OF MATERIALS IN LC's
COLLECTIONS

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p. 1Subject: Custody of Materials in the Library's CollectionsSection 1. Purpose

This Regulation defines the responsibilities of the departments and division of the Library with respect to the custody of the materials in the collections. For the purposes of this Regulation, the collections are defined as those materials which the library collects with the intention of retaining more or less permanently and makes available to the Library's users in the general and specialized public reading rooms.

Section 2. General Policy

A. It is the general policy to continue the classic organization of the Library's holdings which is designed to make available, in and through a single classified collection, all material which can be so organized and serviced, separate collections being maintained only when the nature of the material (e.g., motion pictures), the subject (e.g., music), or the language (e.g., Chinese) make the maintenance of a separate collection unavoidable or advisable.

B. Exceptions to the general policy may be made in regard to specific collections when the Library agrees to a donor's desire to keep an entire collection as a unit regardless of the format of the constituent parts; or when the Library determines, for any other reason, that specified materials are integral parts of a particular collection.

C. Each division and office in the Library may have assigned to it a working collection of reference materials and ephemera, which materials may or not become part of the Library's permanent holdings.

Section 3. Definition of Responsibility for Custody

Each department and division that is charged by this Regulation with responsibility for the custody of specific materials in the Library's collections shall maintain, in accordance with standards of care established by the Preservation Office and approved by The Librarian, the physical condition and orderly arrangement of such materials, including, according to current Library policies, the selection and preparation of materials for binding, preservation treatment, and, if necessary, processing. Each unit shall, in likewise manner, maintain and care for reference collections and ephemera assigned to it.

Section 4. Research ServicesA. Area Studies1. African and Middle Eastern Division

a. Except for material specifically assigned elsewhere by this Regulation, the African and Middle Eastern Division has custody of books, newspapers, serials, microforms, rare books, and manuscripts in the languages,

(Supersedes December 1, 1960, issuance
(former General Order 1730) of LCRs 510,
511-2, 511-3, 511-4, 511-5, and 514)

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regardless of the scripts used, within the areas of responsibility of its Hebraic and Near East Sections, as defined in LCR 214-4, Functions and Organization of the African and Middle Eastern Division, Research Services. These languages include Amharic, Arabic, Aramaic, Armenian, Hebrew, Persian, Turkish, Yiddish, and others that are indigenous to the western Asian and northern African regions within the Division's scope.

b. The Division also has custody of publications employing both a European language and one of the languages within the scope of its Hebraic and Near East Sections under the following circumstances:

(1) The publication is predominantly in one of the languages within the scope of the Hebraic or Near East Sections, regardless of the language of the title page(s);

(2) The publication is primarily intended, as indicated by front matter, etc., for persons whose first language is one of those within the scope of the Hebraic or Near East Sections, regardless of the language of the title page(s) or the proportion of the text in a European language (e.g., instructional material, bilingual dictionaries); or

(3) The publication is a bilingual serial, one of the languages of which is within the scope of the Hebraic or Near East Section.

2. Asian Division

a. Except for material specifically assigned elsewhere by this Regulation, the Asian Division has custody of books, newspapers, serials, microforms, rare books, and manuscripts in Asian languages, regardless of the scripts used, within the areas of the Division's responsibilities as defined in LCR 214-6, Functions and Responsibilities of the Asian Division, Research Services. These languages include Bengali, Chinese, Hindi, Indonesian, Japanese, Khmer, Korean, Lao, Malay, Mongol, Sanskrit, Sinhalese, Tagalog, Tamil, Thai, Tibetan, Urdu, Vietnamese, and others that are indigenous to Asian countries within the scope of the Division.

b. The Division also has custody of publications employing both a European language and one of the languages within the scope of the Division under the following circumstances:

(1) The publication is predominantly in one of the languages within the scope of the Division, regardless of the language on the title page(s);

(2) The publication is primarily intended, as indicated by its front matter, etc., for persons whose first language is one within the scope of the Division, regardless of the language of the title page(s) or the proportion of the text in a European language (e.g., instructional material, bilingual dictionaries); or

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(3) The publication is a bilingual serial, one of the languages of which is within the scope of the Division.

3. European Division

The European Division has custody of unbound serials and newspapers (with the exception of those assigned by this Regulation to the Law Library) in any of the Slavic languages and in Estonian, Latvian, and Lithuanian. These include unbound official serial publications issued by the governments of Bulgaria, Czechoslovakia, Estonia, Latvia, Lithuania, Poland, the U.S.S.R., and Yugoslavia and published in the Slavic, Baltic, and western languages. It also has custody of the following collections until they are cataloged: the remainder of the Yudin Collection, the Priority 4 Cyrillic Collection, and the collections of uncataloged Russian pamphlets and bound serials.

B. General Reference

1. Collections Management Division

The Collections Management Division has responsibility for the custody of the general book collections of the Library, except for those materials specifically assigned by this Regulation to another unit of the Library. The Division also has custody of the bound city directories, telephone directories, trade catalogs, and social registers; and the collections classified YA, 2(b), Priority 4 (except for the music, law, rare book, Asian, Cyrillic, and African and Middle Eastern portions), and the books which have been given Minimum Level Cataloging.

2. General Reading Rooms Division

The General Reading Rooms Division, through its Microform Reading Room Section, has custody of all microforms for which the hard copy would be assigned to the custody of the Collections Management Division or the Rare Book and Special Collections Division.

3. Science and Technology Division

The Science and Technology Division has custody of the unprocessed collection of technical report literature, including reports in microform, as well as the standards of the American National Standards Institute and other organizations, as assigned.

4. Serial and Government Publications Division

The Serial and Government Publications Division has custody of unbound periodicals, unbound government publications, and other serial publications; books in parts and parts of monographic series being held for binding; and restricted-use government publications, except for materials assigned by this Regulation to another unit of the Library. It also has custody of bound and unbound newspapers and newspapers in microform, except those assigned by this Regulation to the Asian, African and Middle Eastern, and European Divisions, and the Law Library, and sample issues of serials not selected for the collections. The Division also has custody of the depository set of U.S. Government documents and the Federal Advisory archival collections.

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C. Special Collections1. Geography and Map Division

The Geography and Map Division has custody of maps; nautical, aeronautical, and aeronautical charts; globes; photographs with map symbols; panoramic views of a cartographic nature; three-dimensional maps (models); geographic atlases; cartographic information in machine-readable form; aerial photographs and other forms of remote sensing imagery of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of mapping cultural and physical features of the landscape; and other cartographic items, including manuscripts, microforms, and rare copies of such materials, irrespective of language.

2. Manuscript Division

The Manuscript Division has custody of all manuscripts (including manuscripts in books) not specifically assigned to the custody of other divisions, and transcripts and photographic reproductions of manuscripts, the original of which would be or have been assigned to the Manuscript Division. The Division also has custody of non-manuscript materials received with manuscripts inseparable from them either because of donor restrictions, because they explain the text of manuscripts they accompany, or because for other reasons they are an integral part of the collection. In addition, the Division has custody of the Library of Congress archives of historical records, with the active administrative records maintained by the Central Services Division.

3. Motion Picture, Broadcasting and Recorded Sound Division

The Motion Picture, Broadcasting and Recorded Sound Division has custody of all motion pictures (including paper prints and photographic stills from motion pictures), videotapes, and sound recordings (except for talking books for the blind and physically handicapped), as well as non-pictorial materials closely related to these collections, such as scripts, brochures, catalogs, advertising materials, etc. Reference tapes of sound recordings may be assigned to the Hispanic Division, American Folklife Center, and other units responsible for providing reference service on portions of the recordings collection. The Division also has custody of all books in all classifications and languages which include sound recordings.

4. Music Division

The Music Division has custody of that portion of the book collections, with the exception of those materials in the languages in the scope of the Asian and African and Middle Eastern Divisions, that is classed in M (music and books on music). Included in the Division's custody are rare materials, microforms, bound and unbound serials, libretti, and prints and photographs which are or would be classed in M. The Division also has custody of individual manuscripts, manuscript collections, and other special collections of musicians or related to music activities.

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5. Prints and Photographs Division

The Prints and Photographs Division has custody of the following categories of materials, regardless of rarity or language of captions or accompanying text: Prints produced by a mechanical or manual process in any medium; wood blocks, lithographic stones and metal plates for prints; drawings; paintings; posters; photographic prints (except motion pictures and still photographs from motion pictures); photographic negatives and original photographic transparencies; broadsides of pictorial and calligraphic interest; and books illustrated with original prints, drawing or photographic prints or exceptional historic and artistic interest. Certain pictorial materials relating to music and directly associated with the Music Division collections may be assigned to the Music Division; pictorial and calligraphic works that are integral parts of the Asian and African and Middle Eastern language collections are assigned to the Asian and African and Middle Eastern Divisions, respectively; and pictorial works that cannot be separated from manuscript collections are assigned to the Manuscript Division.

6. Rare Book and Special Collections Division

The Rare Book and Special Collections Division has custody of materials of the following kinds, when not specifically assigned to another unit of the Library:

a. Books (including books in manuscript) and non-book materials considered rare because of their unusual monetary value, association interest, and/or historical or aesthetic significance or possessing characteristics that suggest they will become rare with the passage of time.

b. Books and non-book material having text, illustrations, and/or format which make them unusually susceptible to theft or mutilation.

c. Books and non-book materials forming parts of special collections assigned to the custody of the Division, developed by the Division in consultation with the Collections Development Office and the Office of the Assistant Librarian for Research Services, or, acquired en bloc by the Library upon the recommendation of the Division.

Section 5. Law Library

The Law Library has custody of that portion of the book collections, regardless of language, classed in J1-9 (official gazettes), JK (international law, except for JK1305-1999), K (Law), and "Law," including rare materials. Microforms, bound and unbound serials, books in manuscript, and manuscripts of books which are or would be classed as above are also included in the law collections, except for materials assigned elsewhere by the Regulation.

Section 6. Photoduplication Service

The Photoduplication Service has custody of all master negative microforms, Publication Board Reports transferred from the Office of Technical Services, Department of Commerce, through May 31, 1961, and other miscellaneous report collections.

APPENDIX E: TRANSLITERATION TABLES

APPENDIX E.1: Transliteration Tables (Cyrillic)

TRANSLITERATION— <i>Slovic</i> . The alphabets of "Cyrillic" origin.				
Russian	Ukrainian 1	White Russian	Bulgarian	Serbian 2
А а а	А а а	А а а	А а а	А а а
Б б б	Б б б	Б б б	Б б б	Б б б
В в в	В в в	В в в	В в в	В в в
Г г г	Г г г	Г г г	Г г г	Г г г
Д д д	Д д д	Д д д	Д д д	Д д д
Е е е	Е е е	Е е е	Е е е	Е е е
Ё ё ё	—	Е ё ё	—	—
Ж ж ж	Ж ж ж	Ж ж ж	Ж ж ж	Ж ж ж
З з з	З з з	З з з	З з з	З з з

(Continued on next card)
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TRANSLITERATION— <i>Slovic</i> . (Card 2)				
Russian	Ukrainian 1	White Russian	Bulgarian	Serbian 2
И и и	И и и	И и и	И и и	И и и
Й й й	Й й й	—	—	—
—	—	—	—	—
Н н н	Н н н	Н н н	Н н н	Н н н
К к к	К к к	К к к	К к к	К к к
Л л л	Л л л	Л л л	Л л л	Л л л
М м м	М м м	М м м	М м м	М м м
П п п	П п п	П п п	П п п	П п п
О о о	О о о	О о о	О о о	О о о
П п п	П п п	П п п	П п п	П п п

(Continued on next card)
pre-1946

L. of C. Oct. rules (Suppl.) Rule 16—Rev. Jan. 12, 1946

TRANSLITERATION— <i>Slovic</i> . (Card 3)				
Russian	Ukrainian 1	White Russian	Bulgarian	Serbian 2
Р р р	Р р р	Р р р	Р р р	Р р р
С с с	С с с	С с с	С с с	С с с
Т т т	Т т т	Т т т	Т т т	Т т т
У у у	У у у	У у у	У у у	У у у
Ф ф ф	Ф ф ф	Ф ф ф	Ф ф ф	Ф ф ф
Х х х	Х х х	Х х х	Х х х	Х х х
Ц ц ц	Ц ц ц	Ц ц ц	Ц ц ц	Ц ц ц
Ч ч ч	Ч ч ч	Ч ч ч	Ч ч ч	Ч ч ч
Ш ш ш	Ш ш ш	Ш ш ш	Ш ш ш	Ш ш ш
Щ щ щ	Щ щ щ	Щ щ щ	Щ щ щ	Щ щ щ

(Continued on next card)
pre-1946

L. of C. Oct. rules (Suppl.) Rule 16—Rev. Jan. 12, 1946

APPENDIX E.1: Transliteration table (Hebrew and Yiddish)

The following romanization table attempts to represent the sound of the Hebrew or Yiddish word; for this the Hebrew follows the modern Israeli pronunciation and the Yiddish follows the Lithuanian Yiddish pronunciation. In romanizing Yiddish the etymology of the words is ignored.

א	initial and final disregarded; otherwise 'a	ל	l
ב	b	מ (final, מ)	m
בּ	v (in Yiddish, b)	נ (final, נ)	n
ג	g	ס	s
ד	d	ע	'
ה	h	פ	p
ו	y	פּ (final, פּ)	f
ז	y	צ (final, צ)	ts
ז	z	ק	k
ח	h	ר	r
ט	t	ש	sh
י	y (at beginning of word or syllable; otherwise, i)	שׂ	ś
כ	k	ת	t
כּ	(final, ך) kh	תּ	t (in Yiddish, ṭ)

Vowels used in Hebrew

א	a
א	a
א	e
א	e
ו	o
ו	u
ו	u
ו	i
ו	i
ו	e

Vowels used in Yiddish

א	a or o
א	u
א	oy
א	i
ע	e
א	ay, if pronounced ai as in aisle, or ey, if pronounced ei as in weigh

A single prime (') is placed between two letters representing two distinct consonantal sounds when the combination might otherwise be read as a digraph.

הס'חיד his'hid

APPENDIX F: SHARED CATALOGING COUNTRIES

APPENDIX F: Shared Cataloging Countries

LIBRARY OF CONGRESS PROCESSING SERVICES

Department Memorandum No. 110 (Addendum)

Revised September 1984

THIS ADDENDUM SUPERSEDES ALL EARLIER ADDENDA TO DEPARTMENT MEMORANDUM
NO. 110

Monographic publications from the following countries and in the following
languages or language groups are the responsibility of the Shared Cataloging
Division:

A. Former NPAC countries and dates of coverage

FORMER NPAC COUNTRIES, 1979-

Andorra	Hungary	Poland
Austria	Iceland	Romania
Belgium	Italy	San Marino
Bulgaria	Japan	Spain
Czechoslovakia	Liechtenstein	Sweden
Denmark	Luxembourg	Switzerland
Finland	Malta	USSR
France	Monaco	Vatican City
German Democratic Republic	Netherlands	Yugoslavia
Federal Republic of Germany	Norway	

B. Former NPAC Countries (regardless of date of imprint)

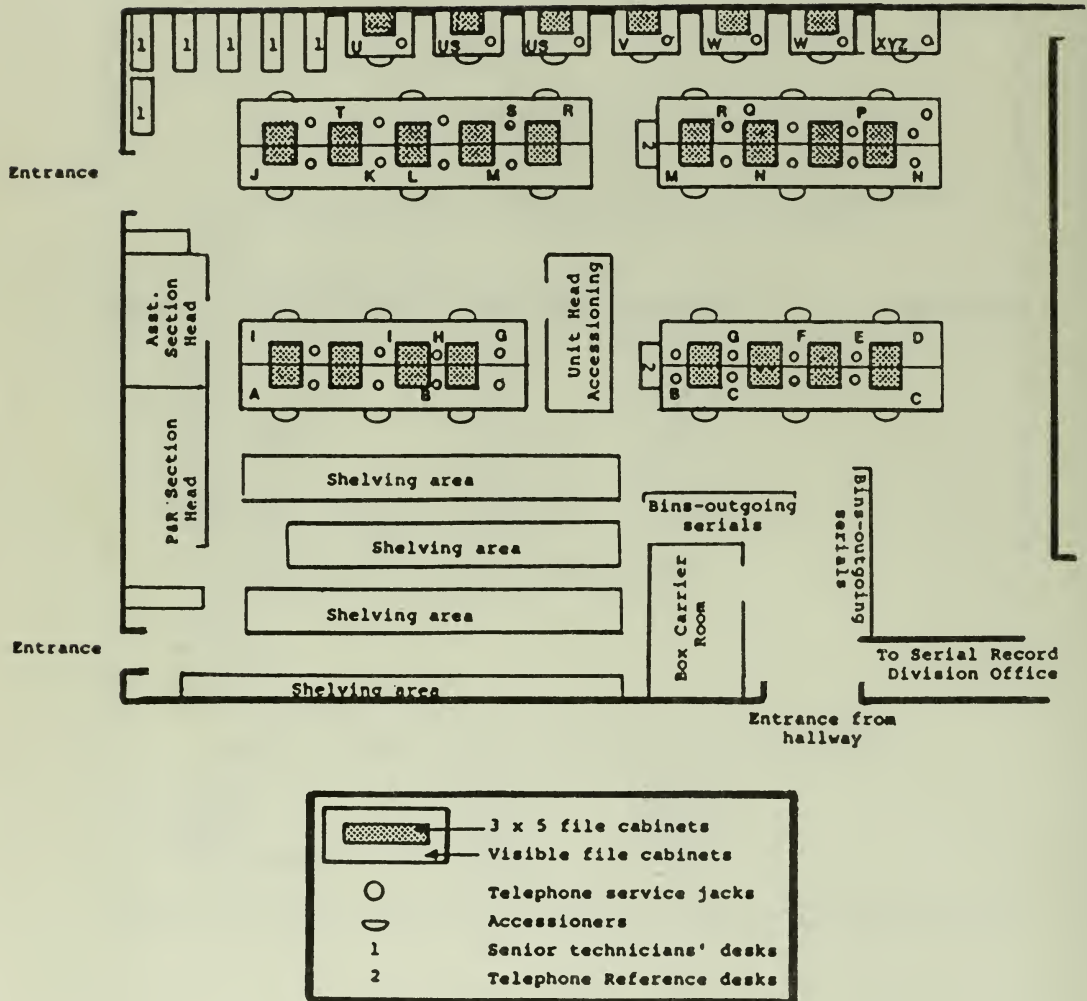
Australia
Canada
Great Britain
Ireland
New Zealand
South Africa

C. Languages and language groups (regardless of country or date of imprint)

Afrikaans	Dutch	Italian
Albanian	Finnish	Japanese
Balto-Slavic	Georgian	Romanian
Basque	German	Scandinavian
Cyrillic alphabet	Hungarian	Slavic

APPENDIX G: SERIAL RECORD DIVISION LAYOUT

APPENDIX G.1: Serial Record File



APPENDIX G.2: Location of Shelving Units by Number and Name

- | | |
|---|-------------------------|
| 1. Accessioning supplies | 26. OVIPS - New |
| 2. Same | 27. OVIPS - Old |
| 3. Same | 28. Vacant |
| 4. Bind/Label - Bound volumes | 29. MCL |
| 5. Same | 30. NRC |
| 6. Accessioning Unit ¹ / | 31. Card Out - English |
| 7. Editorial and Reference Unit ¹ / | 32. Card Out - Foreign |
| 8. Search and Visible File ¹ /
Cataloging Unit | 33. Serial Problems |
| 9. Bind/Label - Unbound | 34. MRR/GRR |
| 10. Same | 35. SSRR/LH&G |
| 11. Accessioning Unit ¹ / | 36. Xerox supplies |
| 12. Editorial and Reference Unit ¹ / | 37. Same |
| 13. Search and Visible File ¹ /
Cataloging Unit | 38. Ann Gardner |
| 14. WMLC to Bind/Label | 39. Same |
| 15. Same | 40. Same |
| 16. Recently cataloged ² / | 41. Same |
| 17. Same | 42. Same |
| 18. Same | 43. SRD office supplies |
| 19. Cat Ref | 44. Same |
| 20. CRS | 45. Same |
| 21. Title change - English | 46. Vacant |
| 22. Title change - Foreign | 47. Vacant |
| 23. Microform | 48. SRD office supplies |
| 24. Eur RR - English titles | 49. Same |
| 25. FRD | 50. Same |
| | 51. Vacant |
| | 52. Vacant |

1. Material returned from the Cataloging Section placed on these shelves.
2. Material for processing by Telephone Reference Service.

APPENDIX G. 2 (continued)

Carrier Room

- | | |
|--------------------------------------|------------------------------|
| 53. Afr/ME | 59. Chief, Serial Division |
| 54. Same | 60. Copyright Office |
| 55. Col Mgmt - Telephone Directories | 61. Euro RR - Foreign titles |
| 56. Music Division | 62. Same |
| 57. Asian Division | 63. Sci/CRREL |
| 58. Same | 64. P&P Division |

Sorting Unit

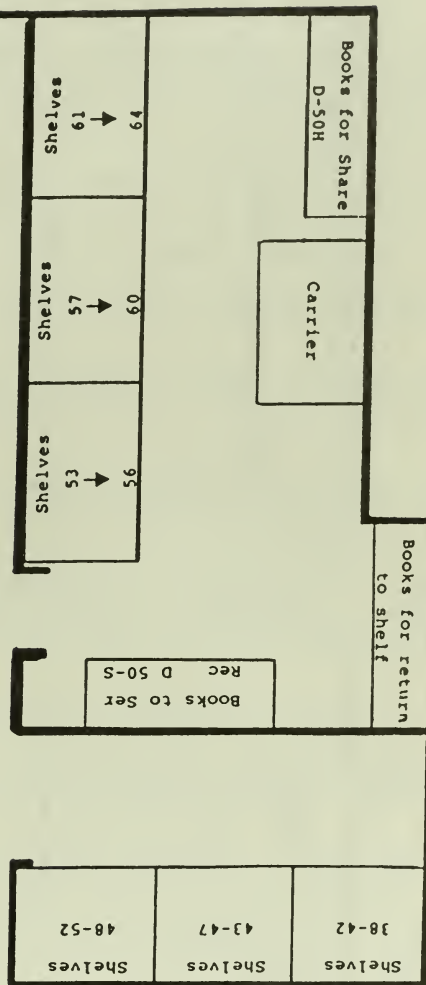
- | | |
|-------------------------------|----------------------------------|
| 65. Law - Incoming | 80. Disc/Dup - U.S. Monographs |
| 66. Same | 81. Same |
| 67. Same | 82. Vacant |
| 68. Law - Outgoing | 83. Disc/Dup - Unbound |
| 69. Same | 84. Same |
| 70. Purchase 6 - Order slips | 85. Bilingual Serials - Incoming |
| 71. Purchase 6 - Extra copies | 86. Sample Serials - Incoming |
| 72. Same | 87. E&G - NAL/Weather Bureau |
| 73. Law - Outgoing | 88. Monographs - Desc Cat |
| 74. Same | 89. Same |
| 75. Disc/Dup - Bound volumes | 90. Vacant |
| 76. Same | 91. Vacant |
| 77. Same | 92. Vacant |
| 78. Disc/Dup - Unbound | 93. Share - NPAC |
| 79. Same | 94. Share - NPAC |

PLEASE NOTE: Any material to be forwarded to a Division not cited in this list should be placed in the Miscellaneous material bin which is located in the Sorting Unit. This material will be mailed out by Sorting Unit personnel.

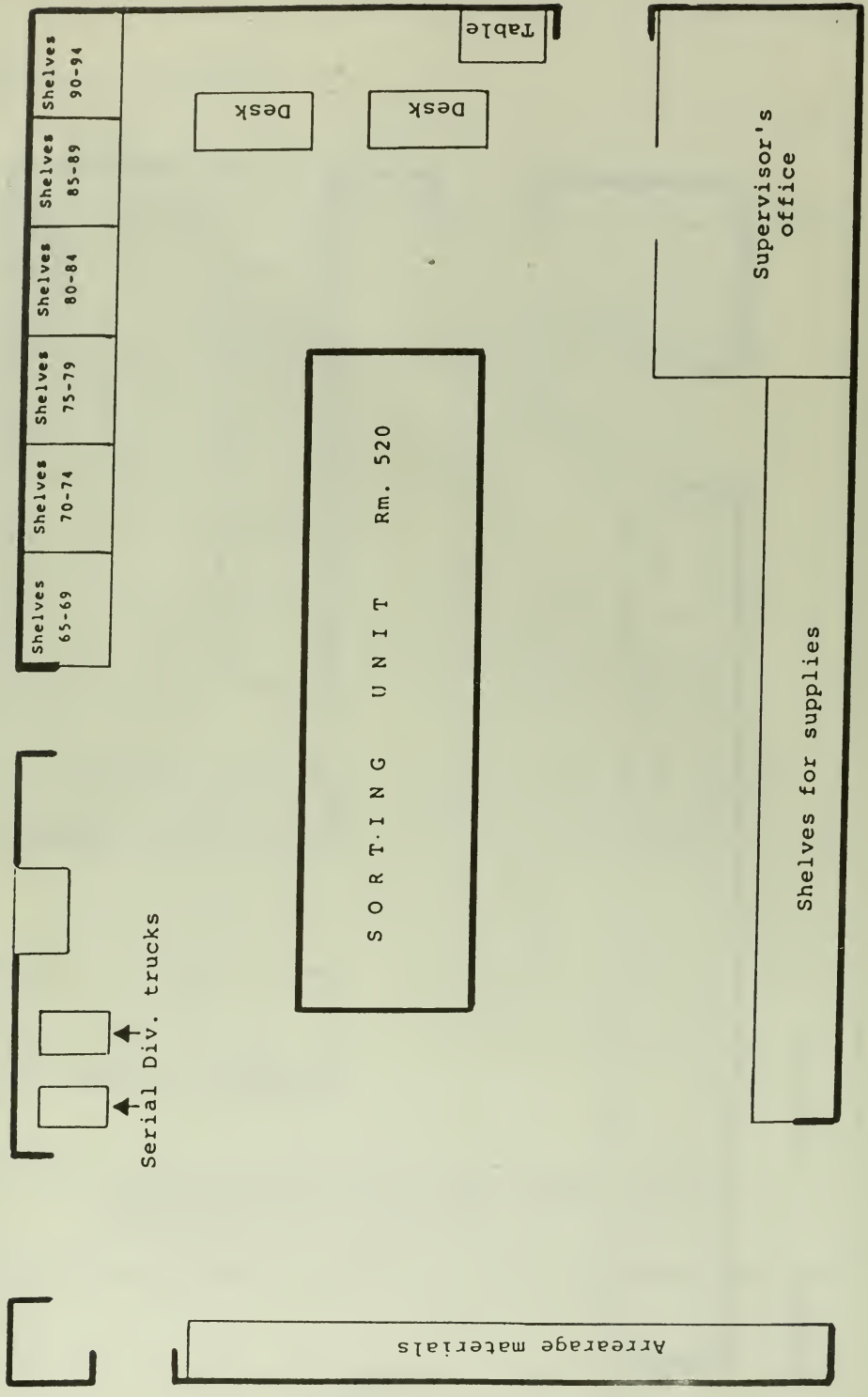
APPENDIX G. 2 (continued)

Shelves	Shelves	Shelves	Shelves	Shelves	Shelves	Shelves
1-5	6-10	11-15	16-20	21-25	26-30	31-35
						36-37

B I G R O O M Rm. 519



APPENDIX G. 2 (continued)



GLOSSARY

AACR (ANGLO-AMERICAN CATALOGING RULES). A code of rules used for the cataloging of various types of materials, including serials. The first edition, AACR 1, was used from 1967 till 1980. The second edition, AACR2, was adopted in 1981.

ACCESSIONING. The process of adding or checking-in serial issues to the library's files.

ANALYZED IN FULL. A series in which each title is cataloged separately.

ANALYZED IN PART. A series in which some titles are cataloged separately and others are recorded in the serial record.

ARREARAGE. Uncataloged publications, including a large collection of serials, initially received prior to 1971. Serials in the arrearage have been recorded in the serial record.

BILINGUAL SERIAL. A serial which has text in more than one language, and one of the languages is a non-roman alphabet language not handled by the Serial Record Division.

BIND/LABEL. 1) Type of material. Serials usually issued annually or less frequently which are to be shelved individually. 2) Destination. Refers to the Bindery and Labeling areas where Bind/Label serials are sent before shelving.

CAPTION TITLE. A title which appears above the beginning of the text.

CARD OUT. A card placed in the file to replace the serial record entry card when removed. The card out should contain the essential information from the entry card such as entry, retention decision, call number, etc.

CATALOGING. The description of a publication as to its bibliographic features and subject content. Also the establishment of filing entries.

CODEN. A 6-digit code (usually letters) found in some serials. The CODEN is assigned by Chemical Abstracts.

COLLECTED SET. One or more sets in a series which are classed under the same call number and shelved together.

CONSER PROJECT. A cooperative cataloging project for conversion of serial cataloging records to machine-readable format, input of new records, and maintenance of a national data base, currently on OCLC.

COVER TITLE. A title taken from the cover of a serial which lacks a title page. Also, a title found on the cover which differs from the title on the title page.

CROSS REFERENCE. A referral from one form of entry to another form in a file.

CURRENT ISSUES ONLY. A retention decision which applies primarily to periodicals but may also be used for annuals which are of current use only. In the case of periodicals "current" is defined as the current year minus one, or the last two years. Periodicals with this decision are not bound; older issues are discarded when no longer current.

CUMULATIVE INDEX. An index covering more than one year or one volume.

CUSTODIAL DIVISION, CUSTODIAN, CUSTODY. Terms which describe the division, etc. responsible for housing and servicing a serial. This may be a temporary or permanent responsibility.

DUPLICATES. Additional copies of Bind/Label serials which are not needed to fill sets or X-copy assignments. Duplicates are sent to Exchange and Gift Division for exchange or disposal.

ENTRY. The word or phrase by which a title is filed in the serial record.

EPHEMERA. Materials of little or no value to the library which are normally discarded upon receipt.

EXTRA COPY. An additional copy of a current periodical; all extra copies are checked and sent to the custodial division. Once a volume has been bound extra copies are discarded.

FINDER. A card in the serial record for non-serial material frequently received in SRD providing instructions for its disposition.

ISSN (INTERNATIONAL STANDARD SERIAL NUMBER). An 8-digit number assigned to many serials which can usually be found on the titlepage, cover, or editorial page. It is also added to the serial record entry card when available and serves as a means of identification.

JURISDICTION. A place used as the first filing word(s) in the entry. Jurisdiction may be a city, county, state, country or other geographical designation.

KEEP MATERIAL. Refers to titles for which one or more sets will be retained in the permanent collection; any unbound issues will be bound once the volume is complete.

LOOSE-LEAF PUBLICATION. One which is intended to be updated by revisions or change sheets; loose-leaf publications are usually issued with perforations for placement in a binder.

MAIN SERIES. A series containing individual titles which are themselves series or serial titles.

MARC RECORD (MACHINE-READABLE CATALOGING RECORD). A cataloging record which appears on an online data base (OCLC, MUMS). All MARC records are tagged and coded according to the appropriate MARC format for the type of material (i.e., serials, books, etc.)

MASTHEAD TITLE. A title appearing above the table of contents or editorial page.

MINIMAL LEVEL CATALOGING. Cataloging performed on low priority keep materials. Titles cataloged as MLC are not given subject headings or classification numbers. Instead, a shelf number prefaced by "WMLC" is used and is found on the entry card in the call number box. MLC titles are not bound; they are sent for labeling and are housed in the custodial divisions.

MONOGRAPH. A nonserial item or an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts.

MUMS. The Library of Congress' cataloging data base. Serial records are input first into OCLC through the CONSER Project, then loaded by tape into MUMS.

NEWSPAPER. A serial publication which is mainly designed to be a primary source of written information on current events connected with public affairs, either local, national and/or international in scope. It primarily contains a broad range of news, and is not limited to any specific subject matter. A newspaper is usually printed on newsprint, and is issued daily or at other short intervals.

NEWSPAPER FILE. A 3x5 file of newspaper titles located above the D section of the serial record.

NON-KEEP MATERIAL. Serials which are not bound and/or retained for the permanent collection. These include serials with retention decisions of Current issues only, Discard, Send unchecked to ..., and Review before bind. (The latter may become 'Keep material' after it has been reviewed by the Selection Officer).

NOT ANALYZED. A series in which none of the individual titles in the series are cataloged.

OCLC. A national data base which contains a large file of cataloging records, including the serial records input through the CONSER Project.

OFFICIAL PUBLICATION. A government publication. this is an old term that will be found at the bottom of older serial record entry cards.

OVIP (OTHER VOLUMES IN PROCESS). A Bind/Label serial for which there is no call number on the entry card.

PERIODICAL. A serial, usually issued more frequently than annual, for which multiple issues must be bound together before shelving.

PURCHASE ORDER. A temporary card or slip placed in the serial record to indicate that a title has been ordered by the Order Division.

RETENTION DECISION. The decision whether to keep a serial title for the Library's permanent holdings, retain the current issues only, or discard. The retention decision is stamped on the entry card.

REVIEW BEFORE BIND. Before the custodial area can bind a serial with this decision, the issues must be resubmitted to the Selection Officer who will decide whether they should be kept and bound or discarded.

SERIAL. A publication issued in successive parts bearing numerical or date designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc. of societies, and numbered monographic series.

SERIAL RECORD. The chief file listing the holdings of serials in the Library of Congress. It consists of three separate files; the Visible file, 3x5 filed, and sheet shelflist.

SERIES. A group of publications which bear a collective title as well as an individual title for each piece. Series may be numbered or unnumbered.

SERIES TITLE PAGE. A page preceding or following the title page bearing the series title and other information pertinent to the series.

SHEET SHELFLIST. A book listing which is the oldest part of the serial record. Accessioning is no longer done in the sheet shelflist.

SPECIAL FORMAT MATERIALS. Serials which contain parts issued in a special format other than print. For example, phonodiscs, cassettes, floppy disks, etc.

SPINE TITLE. A title appearing on the spine of the serial.

SUBSERIES. A series within a series, or a serial title within a series.

3x5 (THREE BY FIVE) FILE. A part of the serial record consisting of 3x5 cards in drawers, located above the Visible file. The 3x5 mainly contains entries for annual serials, many of which are no longer received.

TITLE. A word or phrase normally appearing on the publication which names the serial.

TITLE PAGE. A page, usually found at the beginning of an item, bearing the title and often publishing information. Generally, the first page of text is not considered a title page, nor is the editorial page. Many periodicals do not bear a separate title page and for these the cover serves as a title page substitute.

TREATMENT CARD. A hard card which bears series treatment information on the verso.

VISIBLE FILE. The largest part of the serial record, consisting of 4x6" hard cards in trays. Most currently received titles are found in the Visible file.

X-COPY. Additional copies of Bind/Label serials which are used for reference purposes. All X-copies will have special assignments to a particular office, division, or other location.

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